TO THE POINT

English GRAMMAR & COMPOSITION

for

B.A

- Common Errors (Solved)
- Idioms
- Phrasal Verbs
- Comprehension & Precis Writing
- Direct-Indirect
- English Tenses
- Paragraphs for Translation
- Applications & Letters
- Dialogue Writing
- Essay Writing
- University Papers (Solved)

Punjab University
G.C. University Fsd.
Sargodha University
AJK University
Islamia University
BZ University

Prof. Aftab Ahmad

TO THE POINT

ENGLISH

GRAMMAR & COMPOSITION

For
B.A

EDITION
2018-2019

دعاؤں میں یاد رکھنا۔ جزاک اللہ خیر

By

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Punjab University Lahore, G.C. University Faisalabad, Sargodha Univeristy

For the B.A Annual Examination of 2011 /2012 and Onward

Q.1: Essay with outline. **(Note: Students should be directed to write between 300 - 350 words)**	25 Marks
Q.2: Comprehension and Precis - writing	25 Marks
Q.3: Formal Letters / Applications **(Note: Letter must discuss some problems and application must be official)**	15 Marks
Q.4: Translation or Dialogue writing	15 Marks
Q.5: Correction of Sentences.	10Marks
Q. 6. Idioms and Phrasal Verbs.	10 Marks
Total Mark:	**100 Marks**

اللہ پاک آپ سب کو کامیابی دے آمین

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CHAPTER 1

Some Highlights of English Language and Grammar

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1. Allah	اللہ	22. The Last	الآخر
2. The One	الاحد	23. The Most High	الاعلیٰ
3. The Most Generous	الاکرم	24. God, the Only Object of Life	الالہ
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5. The Hidden, The Inward	الباطن	26. The Originator, The Matchless	البدیع
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8. The Subduer	الجبار	29. The Preserver	الحافظ
9. The Reckoner	الحسیب	30. The Merciful	الحفی
10. The Preserver, The Guardian	الحفیظ	31. The Truth, The True	الحق
11. The Judge	الحکم	32. The Wise	الحکیم
12. The Clement, The Forbearing	الحلیم	33. The Praiseworthy	الحمید
13. The Alive, The Living	الحی	34. The Creator	الخالق
14. The All- Aware	الخبیر	35. The Great Creator	الخلاق
15. The Ever- Indulgent, The Compassionate	الرؤف	36. The Cherisher, Sustainer, The Sovereign	الرب
16. The Compassionate	الرحمٰن	37. The Great Merciful	الرحیم
17. The Most Sustaining, The Great Sustainer	الرزاق	38. The High , The Exalted	الرفیع
18. The Watchful	الرقیب	39. The Peace, The Source of Peace	السلام
19. The Hearer, The All Hearing	السمیع	40. The Appreciative	الشاکر
20. The Firm	الشدید	41. The Most Appreciating	الشکور
21. The Witness	الشہید	42. The Independent, The Besought of all	الصمد

43. The Manifest, The Outward	الظاہر	66. The Knowing	العالم
44. The Mighty	العزیز	67. The Supreme, The Great	العظیم
45. The forgiving, The Effacer of Sins	العفو	68. The Sublime, the High	العلی
46. The Great	العظیم	69. The Forgiving	الغافر
47. The Overcoming	الغالب	70. The Most Forgiving	الغفار
48. The Most Pardoning	الغفور	71. The All Sufficing, The Self Sufficient	الغنی
49. The Nature Giver	الفاطر	72. The Most Opening, The Most Deciding	الفتاح
50. The Self Existing	القائم	73. The Providence, The Possessor of Power and Authority	القادر
51. The Dominant	القاہر	74. The Holy One	القدوس
52. The Powerful	القدیر	75. The Near	القریب
53. The Mighty	القوی	76. The Dominant, The Most Supreme	القہار
54. The Self Existing, The Self Subsisting and All Sustaining	القیوم	77. The Sufficient	الکافی
55. The Great	الکبیر	78. The Generous, The Bountiful	الکریم
56. The Responsible	الکفیل	79. The Subtle	اللطیف
57. The Faithful, The Bestower of Peace and Security	المؤمن	80. The Owner	المالک
58. The Obvious,The Manifest	المبین	81. The High Exalted, The One Above Reproach	المتعالی
59. The Majestic, The Possessor of All Greatness	المتکبر	82. The Firm, The Strong	المتین
60. The Responder, The Answerer of Prayer	المجیب	83. The Glorious	المجید
61. The Life- Giver,the Quickener	المحی	84. The Encompasser	المحیط
62. One Whose help is Sought	المستعان	85. The Fashioner	المصور
63. The Powerful	المقتدر	86. The Maintainer	المقیت
64. The Sovereign	الملک	87. The Owner, The Sovereign	الملیک
65. The Avenger	المنتقم	88. The Lord, The Companion	المولی

89. The Preserver (of Safety) The Potector	المؤمن	95. The Helper	النصیر
90. The Light	النور	96. The Guide	الھادی
91. The One	الواحد	97. The Survivor, The Inheritor	الوارث
92. The All- Embracing	الواسع	98. The Affectionate	الودود
93. The Trusty, The Keeper	الوکیل	99. The Protector, The Ruler	الولی
94. The Great Bestower	الوھاب		

THE MOST BEAUTIFUL ATTRIBUTIVE NAMES OF MUHAMMAD THE PROPHET (صلی اللہ علیہ وسلم)

1. The Most Praiseworthy, The Praised One	محمد	19. The Moorlander, Citizen of Batha بطحا کے رہنے والے	ابطحی
2. The Most Commendable	احمد	20. The Last	آخر
3. The Uneducated	اُمی	21. The commander or The Orderer حکم دینے والا	آمر
4. The Honest One, The Trustworthy	امین	22. Servant of the Allah	عبداللہ
5. The Messenger of good news	بشیر	23. One who has knowledge of Hidden things	باطن
6. The Pious	الھادی	24. The Meccan, Citizen of Tihama	تہامی
7. The Generous, The Granter	جواد	25. The Loved One, Friend of Allah	حبیب
8. The Guardian, The Preserver	حافظ	26. The Surveillant, The Surveyor, The Vigilant	حسیب
9. The Kind	خفی	27. The Right, The True Man	حق
10. The Wise	حکیم	28. Eager for the goodness of the believers	حریص
11. The Awakener,The Assembler	حاشر	29. The Praiser	حامد
12. The Seal	خاتم	30. The Inviter, one who calls	داعی
13. The Blessing	رحمۃ	31. The Messenger	رسول
14. The Gracious, The Forgiving	رؤف	32. The Merciful	رحیم
15. The Guided, The Directed	رشید	33. The Chief	سید
16. The Sun, one who has splendour, Healer, the Curer	سراج	34. The Famous, The Well-known, The Celebrated	شہیر
17. The Healer	شاف	35. The Intercessor	شفیع
18. The Witness	شاہد	36. The Thankful	الشاکر

37. The Truthful	صادق	63. The Chaste, The Pious	طیب
38. The Visible, The Manifest	ظاہر	64. The Dear One, The Triumphant, The Predominant	عزیز
39. The Just	عادل	65. The Learned	عالم
40. The Latest	عاقب	66. The Independent	غنی
41. The Victorious	فاتح	67. The Near One	قریب
42. The Powerful	قوی	68. The Distributor	قاسم
43. The Constant	قائم	69. The Martyr , The Sacrificer	شہید
44. The Commendable	محمود	70. The Evinced, To be Witnessed	مشہود
45. The Guided One, The Instructed One	مہدی	71. Effacer of heresy بدعت کو نیست و نابود کرنے والا	ماحی
46. The Pardoned One, The Releaser of salvation ہدایت والا، نجات والا	منجی	72. The Selected	مجتبیٰ
47. The Chosen	مصطفیٰ	73. The Favourite, The Chosen	مرتضیٰ
48. The Wrapped One	مزمل	74. The Wrapped One	مدثر
49. The Balanced One, The Firm	متین	75. The Testifier	مصدق
50. The Helped	منصور، مدد دیا گیا	76. The Beacon	مصباح
51. The Molested One, The Persecuted One	معتری	77. Responder, Acceptor	مجیب
52. The Moderate میانہ رو	مقتصد	78. The Peaceful	مامون
53. The Distinguished	معلوم	79. The Manifestor, one who Clarifies	مبین
54. The Obedient,The Submissive	مطیع	80. The Splendid, Illuminating	منیر
55. The Elected , مجتبیٰ	محرم	81. The Venerable, The Revered	مکرم
56. The Messenger of Glad news	مبشر	82. The Devotee	مذکر
57. Purified	مطہر	83. The Invited One	مدعو
58. The Prohibitioner,The Forbidder	ناہی	84. The Frightener	نذیر
59. The Prophet	نبی	85. The Illustrious	نور
60. The Attorney,The Independent	وقار	86. The Peaceful, The Faithful	مومن
61. The Manager, The Agent	طبیب	87. The Communicator	مبلغ
62. The Purifier	مطاہر	88. The Preacher, The Advisor	واعظ

89. The Protector	ولی	95. The Companion	صاحب
90. The Eloquent	فصیح	96. The Leader, The Director	عماد
91. Hashmi	ہاشمی	97. The Helper, The Defender	ناصر
92. The Perfect	کامل	98. The Orphan	یتیم
93. The First	اول	99. The True Friend	خلیل
94. The Bountiful, The Gracious	کریم		

(B) Aids to Correct Writing

Ten Golden Rules for Writing Correct English

درست انگریزی لکھنے کے چند ناقابل تغیر سنہری اصول

۱۔ مندرجہ ذیل (helping Verbs) کے بعد ہمیشہ فعل کی پہلی فارم استعمال ہوتی ہے۔ یہ اصول انگریزی زبان میں ناقابل تغیر اور اٹل ہیں۔

Helping Verbs

Can, May, Will, Shall, Could, Might, Would, Should.

(1) I can lift this table. (correct)

(2) I may go to Lahore tomorrow. (correct)

(3) He might go to Lahore tomorrow. (correct)

(4) I should do my duty honestly. (correct)

۲۔ Let اور to کے بعد اگر فعل لگانا ہو تو اس کی پہلی فارم لگائیں۔ یہ اصول بھی اٹل اور ناقابل تغیر ہے۔

INCORRECT	CORRECT
(1) Let him went there.	Let him go there.
(2) I intend to passed F.A this year.	I intend to pass F.A this year.

۳۔ اگر کسی فقرے کے پہلے حصے (Principal Clause) میں Past Tense آئے تو دوسرے حصے (Subordinate Clause) میں ہمیشہ Past Tense کی کوئی شکل آتی ہے۔ البتہ آفاقی سچائی کے حامل جملوں میں Present Tense آتا ہے۔

INCORRECT	CORRECT
He said that he is ill.	He said that he was ill.
The teacher told the boys that he may go to Lahore.	The teacher told the boys that he might go to Lahore.
He said that earth was round (آفاقی سچائی)	He said that earth is round.

۴۔ کسی سنگل فقرے میں Had کے ساتھ تیسری فارم استعمال کر کے Past Perfect مت بنائیں۔ البتہ اگر ایسے فقروں میں کوئی Adverb یا Conjunction لگا ہو تو ہم Had کے ساتھ تیسری فارم لگا سکتے ہیں۔

Examples of Adverbs

Never	کبھی بھی نہیں
Ever before	اس سے پہلے

Already	پہلے ہی
Seldom	کبھی
Till	تک

(1) He **had gone** to Lahore. کے بغیر (adverb)(Incorrect)

(2) He **went** to Lahore. (Correct)

(3) He **had** already gone to Lahore.(کے ساتھ Adverb) (correct).

(Already, Adverb) کے ساتھ **Had** اور تیسری فارم استعمال کر سکتے ہیں۔ اسی طرح باقی **adverbs** کے ساتھ **had** + تیسری فارم استعمال کر سکتے ہیں۔

۵۔ اگر کسی فقرے میں **Helping Verbs** دو یا تین الفاظ پر مشتمل ہوں تو اس کا منفی بنانے کے لئے پہلے لفظ کے بعد **not** لگائیں اور سوالیہ فقرہ بناتے وقت بھی پہلا لفظ فاعل سے پہلے لگائیں گے۔ دو الفاظ یا زیادہ پر مشتمل **Helping Verbs** مندرجہ ذیل ہیں:

دو الفاظ پر مشتمل **Helping Verbs**

Has been, Have been, Had been, Would have, Should have, MIght have,

تین الفاظ پر مشتمل **Helping Verbs**

Will have been, Could have been, Would have been, Should have been, May have been, Might have been, Can have been, Could have been.

مثبت	منفی
has been	Has **not** been
Will have	Will **not** have
Shall have	Shall **not** have

سوالیہ بنانے کے طریقے:

مثبت	سوالیہ
has been	Has he been
Will have been	Will he have been
Shall have been	Shall I have been

۶۔ انگریزی زبان میں **Will has, Shall has** اور **will has been, Shall has been, May has been, Can has been,** وغیرہ الفاظ کا وجود نہیں۔ تمام فاعلوں کے ساتھ **Shall have been, May have been, Will have been** وغیرہ لگائیں۔

یاد رکھیں انگریزی زبان میں منفی فقرہ بناتے وقت **Helping Verb** کے پہلے لفظ کے بعد **not** لگاتے ہیں اور سوالیہ فقرہ بناتے وقت **Helping verb** کے پہلے لفظ کو فاعل سے پہلے لکھتے ہیں۔

INCORRECT	CORRECT
1. He **will has been** working since Monday.	He **will have been** working since Monday.
2. It **may has been** raining since last night.	It **may have been** raining since last night.
3. She **will has** gone to Lahore.	She **will have** gone to Lahore.

۷۔ انگریزی زبان میں کسی فقرے میں دو **Future Tense** نہیں لگائے جاتے۔ اگر ایسا ہو تو فقرہ غلط تصور ہوگا۔ البتہ اردو زبان میں ایسا مستعمل ہے۔ انگریزی زبان میں مستقبل کے دو زمانوں کو ظاہر کرنے کے لئے پہلے حصے میں **Present simple** یا سادہ **Present** لگائیں۔

اردو دوسرے حصے میں Future ہی رہنے دیں۔ اگر تم محنت کرو گے تو پاس ہو جاؤ گے۔
(اردو میں یہ فقرہ صحیح ہے۔)

If you will work hard, you will pass. (Incorrect) X

If you **work** hard, you **will** pass. (correct) ✓

۸۔ **Until, Unless** کے فوراً بعد Not نہیں لگاتے۔

Unless he **does not** work hard, he cannot pass the examination. (Incorrect) X

Unless he **works** hard, he cannot pass the examination. (correct) ✓

۹۔ **As If** (گویا کہ) **As though** (گویا کہ جیسا کہ) کے بعد ہمیشہ فعل **Were** لگاتے ہیں یا فعل ماضی کی کوئی شکل۔
As If یا **As though** کے بعد **(Is, am, are)** لگانا غلط ہے۔

INCORRECT	CORRECT
It looks **as** if he **is** mad.	It looks **as** if he **were** mad.
It looks as if he **eats stale** bread.	It looks as if he **ate** stale bread.
It looks as if **he ate** stale bread yesterday.	It looks as if he **had eaten** stale bread yesterday.

۱۰۔ مندرجہ ذیل لفظوں کو جب فعل کے طور پر استعمال کیا جاتا ہے۔ تو ان کے ساتھ کوئی **Preposition** استعمال نہیں کرتے۔

No Preposition, Please

Resemble (مشابہت رکھنا), **Marry, Love, Affect, Inform, Control, Attack.**

INCORRECT	CORRECT
Resemble with (مشابہت رکھنا)	**Resemble**
Reach at	**Reach**
Order to	**Order**
Marry with	**Marry**
Love with	**Love**
Control on	**Control**
Inform to	**Inform**

He resembles with his brother. (Incorrect) X

He resembles his brother. (Correct) ✓

He **married with** a beautiful girl. (Incorrect) X

He **married** a beautiful girl. (Correct) ✓

11. In a sentence, the interrogative form is changed into an assertive or positive form.

فقرے کے اندر اگر سوال لکھا ہو تو اسے سوالیہ انداز میں مت لکھیں۔ بلکہ سادہ یعنی **Positive** انداز میں لکھیں۔ سوالیہ انداز میں
Helping verb کے بعد فاعل آتا ہے۔ جب کہ **Positive form** میں پہلے فاعل آتا ہے۔ بعد ازاں **Helping verb**

He asked me where **was I going.** X (سوالیہ انداز)

He asked me where **I** was going. ✓ (مثبت انداز) I (فاعل) was (Helping verb)

He asked me **where did I live.** X (سوالیہ انداز)

He asked me **where I lived.** ✓ (سادہ یا مثبت انداز)

12. We do not use **'that'** with interrogative words beginning with **(why, who, what, how, whether), if,** etc.

He asked me that **where** (سوالیہ لفظ) I lived.

سوالیہ لفظ کے ساتھ that لگا ہوا ہے۔ فقرہ غلط ہے۔

He asked me where I lived.

He asked me **that if I** was going to Lahore. X

He asked me **if I** was going to Lahore. ✓

مزید تفصیل کیلئے Direct and Indirect کے سوالیہ فقروں کے قوانین پڑھیں۔

(C) A note on countable and uncountable nouns

Nouns may be countable or uncountable:

Countable nouns are names of separate objects, people and ideas, which can be counted.

وہ اسم جن کی گنتی ہو سکے۔ انہیں ہم **countable nouns** قابل شمار کہتے ہیں۔

We can use numbers and the articles **a / an** with countable nouns. They have plurals.

a boy	a book
three boys	three books

Uncountable nouns ناقابل شمار اسم- are the names of material, liquids and abstract qualities. They include such things as '**water, meat, cheese** and so on. We cannot count them. Uncountable nouns have no plural. We cannot use **a, an or one** before an uncountable noun. But we can use **'some, much, little, a large amount of, a lot of, lots of, plenty of, a good deal of, all, any, enough, no, the, this, that, my, our etc before uncountable nouns.**

جن اسموں کی گنتی نہ ہو سکے۔ انہیں ہم **uncountable nouns** کہتے ہیں۔ ان کی جمع نہیں بنتی۔ ان کے ساتھ a, an استعمال نہیں کر سکتے۔ البتہ کچھ دوسرے الفاظ استعمال کر سکتے ہیں۔

C (i) Using uncountable Nouns

1. **Uncountable nouns do not have a plural form.**

Uncountable Nouns کی جمع نہیں بنتی۔

i. Where can we put all the furnitures. x
Where can we put all the **furniture.** ✓

2. **Uncountable nouns** are not used with **a, an or** words which have a singular OR Plural meaning **(another, these, many, two).**

Uncountable Nouns کے ساتھ **the, an, a** نہیں لگائے جاتے۔ ہم ان کے ساتھ ایسے الفاظ بھی نہیں لگا سکتے جو واحد یا جمع کے مطالب کے حامل ہوں۔ مثلاً ہم ان کے ساتھ **another, these, many, two etc** نہیں لگا سکتے۔

i. She needs an information. x
She needs **some** information. ✓

ii Would you like another bread. x

Would you like some **more** bread. ✓

Note: We can also use plural and uncountable nouns on their own, without some or any.

Plural	Uncountable
Aslam told **some** jokes.	We had **some** fun.
Do you know any **jokes?**	That won't be **any** fun.
Aslam usually tells **jokes.**	We always have **fun.**

To refer to a specific amount, use **piece of, bit of , slice of, cup of** etc.

iv. They gave her **two pieces** of useful information.

For breakfast, I had **three pieces** of toast and two cups of tea.

Many and **a few** go only with plural nouns.

There were n't **many bottles.**

Much and **little** go with uncountable nouns.

I do not drink **much** wine.

There was only a **little** bread left.

3. After an uncountable noun, the verb is singular.

Uncountable Noun کے بعد ہم **singular** فعل استعمال کرتے ہیں۔

v. The **traffic** seems to get worse everyday. (not seem)

New **equipment** is urgently needed (not are)

Note: (4). The names of **illnesses** are usually uncountable in English, including those ending in 's'. **Measles** (خسرہ) is dangerous disease for children.

بیماریوں کے نام کو عام طور پر **Uncountable noun** کے طور پر استعمال کیا جاتا ہے۔

The words for some minor ailments are countable e.g. **a cold, a sore throat, a headache.**

معمولی بیماریوں کو **Countable noun** کے طور پر استعمال کیا جاتا ہے۔

However:

Toothache, earache, stomach ache and **back ache** (uncountable)

Some uncountable nouns are made countable with **unit names, nouns** of measure and **nouns denoting containers.**

بعض اسم جن کی گنتی نہیں ہو سکتی اگر انہیں گنتی کے قابل بنانا ہو تو ان کے ساتھ کوئی **unit** اسم، پیمائش کو ظاہر کرنے والا اسم یا **Uncountable Noun** کو اپنے اندر رکھنے والا اسم لگا کر **Countable Noun** بنا لیں۔

C (ii)

A piece of information:

Advice, information and **news** are uncountable nouns. We cannot use *a, an, the* with tham. And we cannot use them.

1. Can I give you **some** advice? **Not an advice**

2. We got some **information** from the police department. Not some informations x

But we can use a **piece of, a bit of,** and an **item** of

Can I give you **a piece of / a bit of advice?**

There is **a bit of** / an **item of news** that might interest you.

C (iii)

furniture	a furniture x	some furniture much furniture a lot of furniture
information	an information x	some information a piece of information a lot of information
money	a money x	some money much money a lot of money
advice	a / an advice x	some advice a lot of / lots of advice plenty of advice

Note: Do not use the following words before uncountable nouns.

another, both, each, either, every, few, many, several, these, those, two, or three

The following words can be used before countable nouns. There are other words like.

a, an, the, this, that, all, a lot of plenty of, any, enough, no, my, our, her

a chair
plenty of books
all the students
the chair
those books
this apple
some chairs
every boy
my country

Avoid the Error:

1. Let's buy a **bread** for dinner. x	Let's buy some bread for dinner.
2. **Many** water would be good for health x	Some water would be good for health.
3. I need **another** flour to make the cake x	I need more flour to make the cake.

v. Using partitives (جزو کے لیے استعمال ہونے والے الفاظ) with uncountable nouns.

We can use **partitive expressions** to make **uncountable nouns, countable partitives** are words that express containers, or units such as *bottle, box, loaf* and *so on*. For example:

water	**a bottle of water**	**two bottles of water**
bread	**a loaf of bread**	**some loaves of bread**

Many uncountables nouns have equivalent countable phrases or expression.

Uncountable Noun	Equivalent Countable Phrase
abuse	*a stream/ torrent/ volley of abuse*
advice	*a bit/ piece/ word of advice*
applause	*a burst/ round of applause*
bedding	*a bundle / roll of bedding*
bread	*a loaf / piece / slice of bread*
cheese	*a lump / piece / slice of cheese*
chocolate	*a bar of chocolate*
clothing	*an article/ item / a piece of clothing*
coffee	*a cup of coffee*
dust	*a cloud/ layer/ speck of dust*
equipment	*a piece of equipment*
evidence	*a piece of evidence*
furniture	*an article / item/ a piece of furniture*
glass	*a pane/ piece / sheet of glass*
homework	*a piece of homework*
information	*a bit/ an item/ a piece of information*
ink	*a drop/ bottle of ink*
jewellery / jewelry	*an article/ a piece of jewellery*
laughter	*a burst of gale/ peal / shriek of laughter*
lightning	*a flash of lightning*
luck	*a bit/ piece/ stroke of luck*
luggage	*a bit/ piece of luggage*
machinery	*a piece of machinery*
meat	*a piece / slice of meat*
milk	*a bottle / carton/ glass/ packet of milk*
money	*an amount / a sum of money*
music	*a piece of music*
news	*an item / a piece of news*
paper	*a piece/ sheet/ slip of paper*
rice	*a bowl of rice*
rubbish	*a heap / load/ pile of rubbish*

scenery	*a bit / piece of scenery*
smoke	*a cloud/ stream/ wisp of smoke*
soap	*a bar/ cake of soap*
soup	*a bowl / tin of soup*
sugar	*a kilo / lump/ packet/ spoonful of sugar*
tea	*a cup of tea*
thunder	*a clap/ peal/ roll / rumble of thunder*
toothpaste	*a tube of toothpaste*
traffic	*a stream of traffic*
wood	*a piece / plank of wood*
wool	*a ball of wool*
work	*a piece of work*

C (iv)

Some nouns can be countable or uncountable according to meaning.

ایک ہی noun مطلب کے لحاظ سے قابل شمار (countable) یا نا قابل شمار (uncountable) ہو سکتا ہے۔

Uncountable Noun		As countable Noun
Word	Meaning	Meaning
1. Abuse	Cruel or violent treatment, insulting language گالی گلوچ، پر تشدد یا ظالمانہ سلوک	a wrong, bad or illegal practice. ایک غلط یا غیر قانونی رویہ
He cannot stand the abuse which his boss hurled at him.		This is clearly an abuse of power.
2. Advice	Opinion, or recommendation مشورہ، نصیحت	In business correspondence, advice means 'an official, document or letter' تجارتی خطوط میں advice سے ہم سرکاری دستاویز یا خط مراد لیتے ہیں۔
I gave him a good **piece of adivce.**		The company received **many advices** from the head office.
3. Business	Work or occupation; buying or selling کوئی کام، پیشہ، خرید و فروخت سے متعلق کوئی امر	a shop or factory that produces or sells goods or services
He is in London on **business**		My father is running a **textile business.**

4. Cloth	material made from cotton, wool etc. cloth سے مراد وہ خام مال یعنی کپاس یا اون جس سے کپڑا بنایا جاتا ہے۔	a piece of cloth for cleaning or drying things کپڑے کا ٹکڑا جو چیزوں کو صاف یا خشک کرنے کے لئے استعمال ہوتا ہے۔
I like cotton **cloth** clothing is an uncountable noun (means clothes in general or particular) I need extra money for food and clothing.		She wipes, the plates with a wet **cloth** **Note:** The plural form clothes means 'the things that we wear such as trousers, shirts, and blouses etc. *I have ordered new clothes for my birthday.* Clothes (Noun) is always plural.
		singular form. The form clothe is a verb clothe clothed clothed I always wear neat clothes. (noun) *She has clothed her children properly in winter.* Do not use number with clothes. Two clothes x **some clothes** Three clothes x
5. Coffee	the drink made from coffee powder and boiling water کافی پاؤڈر اور ابلتے ہوئے پانی سے تیار کردہ مشروب	a cup of coffee coffee کے کپ کو بھی coffee کہتے ہیں۔
I do not drink coffee.		Would you like to drink a coffee.
6. Glass	the hard, usually transparent substance for making bottles and windows. خام مال جو بوتلوں اور کھڑکیوں کو بنانے میں استعمال ہوتا ہے	a container for drinks or looking glass or mirror. مشروب پینے کے لئے شیشے کا بنا ہوا گلاس یا آئینہ۔
This cup is made of glass.		Please pour this water **into a glass.** She looked **in the glass** to know about the dirt lying on her face.
7. Iron	hard metal used to make steel لوہا، خام مال	A device to smoothen clothes استری
Iron is a hard metal.		This is an electric iron.

8. Paper	material used for writing کاغذ	newspaper or a piece of writing on a subject or a set of examination questions. اخبار، امتحان کا پرچہ، یا تحریری مضمون
I bought a sheet of paper from the market.		This is a **daily paper.** He took the **English paper** without preparation.
9. Play	amusement or the playing of a game تفریح، یا کسی گیم وغیرہ کو کھیلنا	It means drama. ڈرامہ
The children were at play in the grassy plot.		I am watching a beautiful **play** on T.V.
10. Sugar	the substance to sweeten food خام مواد جو کسی شے کو میٹھا کرنے کے لئے استعمال کیا جائے۔	an amount of sugar. چینی کے چمچ
Do you need sugar to sweeten your tea?		How many sugars do you want?
11. Wood	the hard material that the trunk and branches of tree are made of لکڑی	a small forest. جنگل
This table is made of wood.		I had to walk through the woods to reach my home. It was a large wood destination.
12. work	mental or physical activity ذہنی یا جسمانی کارروائی	i. a literary or artistic production . ادبی کام ii. factory or factories.
He is looking for some rewarding work.		i. The works of Shakespeare are known for their originality. ii. There are many steel works here.

The use of How much and How many

vi. use 'How much' to know about uncountable nouns and **'how many'.** to know about countable nouns.

How many money do you need? x
How much money do you need? ✓
How much loaves of bread do you cook daily. x
How many loaves of bread do you cook daily? ✓

vii. Nouns are called material nouns when they denote the matter of substance of which things are made.

Nouns اسم جو کسی جنس، خام مال یا مواد کی طرف اشارہ کریں **Material nouns** کہلاتے ہیں۔

This ring is made of gold.

Gold is a material noun but ring is a common noun.

This chair is made of wood.

Wood is a material noun but chair is common noun.

Note: No article is used before material noun, however, when it is specified, it takes the article 'The'.

The coal of Baluchistan is black.

Nouns are called abstract nouns when they relate to qualities, states or action which cannot be seen or touched.

Abstract Noun: اسم جو کسی چیز کی خوبیوں، حالتوں یا عمل کرنے کی صلاحیت کو بیان کریں۔

Quality: kindness, politeness, honesty, beauty, action, laughter, judgement.

State: Childhood, youth, slavery, happiness

Nouns which denote a group or collection of similar individuals, considered as one complete whole are called collective nouns.

اگر مختلف افراد ایک گروپ یا گروہ پر مشتمل ہوں اور وہ ایک شے کو ظاہر کریں تو ہم ایسے گروپ یا گروہ کو **Collective noun** کہیں گے۔

(D) The correct use of some common place words

ان الفاظ کو ہم روزمرہ انگلش کے بولنے اور لکھنے میں استعمال کرتے ہیں۔ انہیں اچھی طرح پڑھیں اور ان کے استعمال کا صحیح طریقہ نوٹ کریں۔

1. Appointment:

x I had an **appointment** with Aslam, a friend of mine. (Incorrect)

✓ I had **arranged to meet** or **see** Aslam, a friend of mine. (Correct)

Exp: We make an appointment to see a doctor, principal, or a business person etc.

I have got **an appointment** to see Dr. Anwar on Tuesday. (Correct)

ہم کسی ڈاکٹر، پرنسپل، کاروباری شخص وغیرہ کے ساتھ ملاقات کیلئے **Appointment** کا لفظ استعمال کرتے ہیں۔ باقی تمام اشخاص مثلاً دوستوں یا رشتہ داروں کے ساتھ ملاقات کیلئے **Arranged to meet** یا **See** کا لفظ استعمال کرتے ہیں۔

2. Best:

x He is the best surgeon of the hospital. (Incorrect)

✓ He is the best surgeon **in the** hospital. (Correct)

x It is one of the best theatres of London. (Incorrect)

✓ It is one of the best theatres **in** London. (Correct)

Exp: The phrase that follows the best + noun usually begins with **in** (Not of)

One of the best restaurants **in London.**

Some of the best students **in the class.**

The phrase that follows the best + (noun)
Usually begins with in' Not of

Best کے بعد اگر **Noun** آئے تو لفظ **in** کا ہی کریں نا کہ **of**

3. Bus:

x The best way to see London is to **get in** a bus. (Incorrect)
✓ The best way to see London is to get **on** a bus. (Correct)
x She said I was **in** the wrong bus. (Incorrect)
✓ She said I was **on** the wrong bus. (Correct)

4. Car:

x I went into the car and turned on the engine. (Incorrect)
✓ I **got into** the car and turned on the engine. (Correct)
x I **went out** of the car and waited outside the shop.(Incorrect)
x She **got out** from the car and apologized. (Incorrect)
✓ She **got out of the car** and apologized. (Correct)

Get in / into / or get out of a car, a taxi etc. **She got in the car and drove way.**
I got out of the car to see what was happening.
کار یا ٹیکسی میں بیٹھنے کیلئے **get in** یا **get into** کا کریں۔ باہر نکلنے کیلئے **get out of** کا کریں۔

5. Dark:

x Soon it began to **become** dark and it was time to go home. (Incorrect)
✓ **Soon it began to get dark** and it was time to go home. (Correct)
x The last candle went out and everything became dark. (Incorrect)
✓ The last candle went out and everything **went** dark. (Correct)

To refer to the time in the evening or at night when the daylight disppears, we use ge dark or **grow dark.**
To describe what happens when all the lights in a room, building etc suddenly go out use **go dark or plunged into darkness.**
جب شام ہونے لگی اور دن کی روشنی کم ہو جائے تو ہم **get dark** یا **grow dark** کا لفظ استعمال کرتے ہیں۔ جب کسی کمرے یا عمارت کی
تمام بتیاں بجھ جائیں تو پھر ہم **go dark** کا لفظ استعمال کرتے ہیں یا **Plunged into darkness**

6. Day after Day:

x Day after day, the world is becoming a better place. (Incorrect)
✓ **Day by day the world is becoming a better place.** (Correct)
x Men and women have to work in overcrowded offices **day by day.** (Incorrect)
✓ Men and women have to work in overcrowded offices **day after day.** (Correct)

day after day- repeatedly or continuously, especially in a boring or unpleasant way
I get fed up with listening to their complaints **day after day.**
day by day: gradually (آہستہ آہستہ)
Day by day the weather is getting warmer.
Their love grew **day by day.**
Day after day۔ لگاتار یا کسی کام کو بار بار کرنے، خاص طور پر ناخوشگوار طریقے سے کرنے کیلئے استعمال کیا جاتا ہے۔
Day by Day ۔ کسی کام کو آہستہ آہستہ کرنے کیلئے استعمال کیا جاتا ہے۔

7. Die:

X People say she died with pneumonia.

✓ People say she **died of** pneumonia.

Die **of / from** a disease, heart attack; hunger etc (**Not with**)

✓ **Her husband died of a heart attack.** (Correct)

کسی بیماری، ہارٹ اٹیک یا بھوک سے مرنے کے ساتھ **die** کے بعد **of** لگایا جاتا ہے یا **from**۔ نا کہ **with**

Die of shame / embarrassment, (پریشانی) **despair or grief shock etc.**

شرم، کسی پریشانی، مایوسی اور صدمے سے مرنے کیلئے بھی **die of** لگایا جاتا ہے۔ یا **die from** لگائیں۔

When he told me the price, I nearly died of **shock.**

Die from the effects of violence or pollution etc.

✓ He **died from a bullet** wound in the chest. (Correct)

آلودگی، تشدد کے اثرات، زخموں یا بندوق کی گولی سے مرنا۔ **Die from** لگائیں۔

✓ People predict that more people **will die from their** injuries.

زخموں یا گولی کے زخم لگنے کیلئے **die from** لکھیں۔ **die with** غلط انگریزی ہے۔

Degree:

x He is studying for a degree of computer science. (Incorrect)

✓ He is studying for a degree **in** computer science. (Correct)

A degree in a particular subject Not of 'a degree in law'.

I have come here **to obtain a** Master's degree in international journalism. X

I have come here to **do a** Master's degree in international journalism. ✓

do / take / get a get degree (in a particular subject)

I am thinking of doing a Master's degree in business administration.

Difficulty:

x She had **a difficulty** in obtaining a visa. (Incorrect)

✓ She had **difficulty** in obtaining a visa. (Correct)

have difficulty (difficulties) in doing something (Not a difficulty)

Sometimes he has difficulty in making himself understood

Distance:

It was a long distance between the hotel and the beach.

It was a long way between the hotel and the beach.

When you want to say that the two places are far apart, use a long way, Not long distance.

My flat is quite a long way from the university.

Compare I hate driving long distances.

long distance ذکر کرتے ہیں کا لفظ استعمال کرتے ہیں **long way**

Exercise:

× Before breakfast, I do exercise and then have a shower. (Incorrect)

✓ Before breakfast, **I do some exercises and then have a shower.** (Correct)

× I advise you to take as **many exercises** as you can. (Incorrect)

✓ **I advise you to take as** much exercise **as you can.** (Correct)

✓ **I advise you to exercise as much as you can.** (Correct)

Exercise: (countable noun)= a movement or set of movements that you do regularly to keep or make a part of your body strong and healthy.

Exercise : (Uncountable Noun) physical activity such as walking, swimming.

Exercise سے مراد اگر جسم کو مضبوط بنانے کیلئے چند مخصوص قسم کی ورزشیں ہوں تو اسے **Countable Noun** کے طور پر استعمال کیا جاتا ہے۔ اس کی جمع بن جاتی ہے۔ اگر اسے **Uncountable Noun** کے طور پر استعمال کیا جائے۔ تو اس سے مراد بہتر چلنا، تیرنا وغیرہ ہوتا ہے۔ اس سے مراد مخصوص ورزشیں نہیں ہوگا۔

Expect:

× I expect that you will be able to come to the party. Incorrect

✓ I hope that you will be able to come to the party. Correct

Use Expect when you have a reason for thinking that something is going to happen.

*Her husband does not like travelling so I **expect** she will come on her own.'*

*Use **hope** to express a wish' I hope you have a safe journey.*

Expect اس وقت استعمال کریں جب آپ کا اندازہ ہو کہ کوئی شے رونما ہونے والی ہے۔ اس کے رونما ہونے کی توقع ہے۔ جبکہ **Hope** اس وقت استعمال کریں جب ہم کسی خواہش کا اظہار کرنا چاہتے ہوں۔

Far:

Lahore is **far** from Karachi.

Lahore is **a long way** from Karachi.

Far is mainly used in questions and negative sentences. "How far is it to be the station?

Lahore is not far from Sahiwal.

In affirmative sentences, people usually say **a long way.** Their house is a long way from the town centre.

Far is used in affirmative sentences only when it appears in phrases such as 'too far, quite far or far away.

I suggest you take the bus, it is **too far** to walk.

Far عام طور پر سوالیہ اور **Negative Sentence** میں استعمال ہوتا ہے۔ مثبت فقروں میں **Long way** استعمال کرتے ہیں۔ البتہ مثبت فقروں میں **far** کو **phrases** میں استعمال کرتے ہیں۔

Fever:

× I had caught a cold and had a high fever.

✓ I had caught a cold and had **a high temperature.**

***When someone feels rather ill and their body is hotter than usual, they had a high** temperature.*

She is in bed with a high temperature. A fever usually refers to a (dangerously) high body temperature, or the disease that produces this. 'It seemed as if the fever would shake him to pieces.

Flue:

X I think I have caught **a flue.**

✓ I think I have caught **the flue.**

Flue or the **flue** (Not a flue)

They are both off work **with** flue.

Kind of :

x I enjoy all kind of sport. Incorrect.

✓ I enjoy all kinds of sport. Correct.

kind, sort and type are countable nouns.

After many, all, these and other plural meanings use **kinds, sorts, types** (with-'s)

These **kinds of fruit** do not grow in cold climates.

x Imprisonment is not a good way of reducing this kind of crimes. Incorrect.

✓ Imprisonment is not a good way of reducing this **kind of crime.** Correct.

✓ Imprisonment is not a good way of reducing **these kinds of crimes.** Correct.

kind / sort/ type of + sigular form, "this kind of envelope.

kinds/ sorts/ types of + singular or plural form **these kinds of envelopes.**

Note: that after kinds / sorts / types of a plural form, some careful writers prefer a singular form.

Hire:

x I am **hiring** a small house near the university.(Incorrect)

✓ I am **renting** a small house near the university. (Correct)

In British English you hire a suit, meeting hall, bicycle, fishing rod etc.

You obtain these things for a short period, by making a single payment.

You rent a house, shop, apartment television usually for a longer period by making a series of payment. In American English you always rent something (not hire), regardless of what it is or the length of the arrangement.

Hire۔ سے مراد عام استعمال کی اشیاء مثلاً سوٹ، بائیسکل، یا میٹنگ ہال وغیرہ کو عارضی طور پر **payment** کر کے تھوڑے عرصے کیلئے لینا۔ **Payment** ایک ہی قسط میں کی جاتی ہے۔

Rent۔ سے مراد کسی دکان، مکان، ٹیلی ویژن سیٹ وغیرہ کو زیادہ عرصے کیلئے حاصل کرنا۔ **Payment** مختلف قسطوں میں بھی کی جاتی ہے۔

Marriage:

x Why did n't you invite me to your **marriage?** (Incorrect)

✓ Why did not you invite me to your **wedding.** (Correct)

x I have just received your **marriage invitation.** **(Incorrect)**

✓ I have just received you **wedding invitation.** **(Correct)**

Marriage: the cremony of becoming husband and wife considered from a purely or religious or legal point of view. مذہبی تقریب یعنی نکاح کی رسم جس میں مرد اور عورت کو میاں بیوی بنایا جاتا ہے

Wedding: the occasion when this ceremony takes place and the celebrations that follow it.

نکاح کی رسم کے سلسلے میں جو تقریب منعقد کی جاتی ہے اسے **Wedding ceremony** یا اس دعوت پر بلانے کو Wedding
invitation کہتے ہیں۔

Minute:

x The train arrived at exactly twelve past three. (Incorrect)

✓ The train arrived at exactly **twelve minutes past three.** **(Correct)**

When telling the time, **minutes** must be used after all number except **five, ten, twenty and twenty five.**

وقت کو لکھتے وقت تمام 5, 10, 20, 25 منٹ کو منٹ کے لفظ کے بغیر لکھیں۔ باقی اعداد کے ساتھ **minutes** کا لفظ لکھیں۔

It is **twenty** past ten.

Mr.

x (a) Our English teacher is called Mr. John. (Incorrect)

✓ **Our English teacher is called Mr (John) Smith.** (Correct)

Mr, Mrs, Miss / Ms + (first name) + Smith

surname Mr. **Aslam Bajwa**

Surname نام کا پہلا حصہ

Dear Bajwa — Dear کے ساتھ صرف **surname** لگائیں

Mr. Aslam Bajwa — Mr کے ساتھ **Surname** اور نام کا پہلا حصہ لکھا جا سکتا ہے

x (b) Dear Mr.

✓ **Dear Sir,** نام کا علم نہ ہو تو صرف Dear Sir لکھیں

x Dear Mr/ Mrs ✓ **Dear Sir / Madam**

When you are writing a formal letter, and you know the surname of the addressee begin **Dear Mr Smith, Dear Mrs Jones,. Dear Mrs. Simpson** etc.

When you do not know the person's surname, begin **Dear Sir, Dear Madame, Dear Sir/ Madam.**

Dear Mrs, Dear Mr etc کے ساتھ **Surname** لگائیں۔

Dear Mr. Chaudhry. **Dear Mr. Sheikh.**

Dear Mr Alam **Jones.**

First Name Surname

Dear Mr. Jones.

Dear is followed by **Mr/ Mrs/ Ms + surname** only (Not first name + surname)

Dear کے ساتھ صرف **Surname** لگائیں۔ اس کے ساتھ **first name + surname** لگانا منع ہے۔ البتہ اکیلے

Mr/Mrs/Miss وغیرہ کے ساتھ **First name + Surname** لگانا درست ہے۔

Old:

x He is married to a twenty years old American girl.

✓ **He is married to a twenty year old American girl.**

x Eight- years- old Salma had a few surprises up her sleeve. (Incorrect)

✓ Eight- year- old Salma had a few surprises up her sleeve. (Correct)

Use years old after the verb be (is, are, am) Salma is eight years old.

In front of a noun, use a compound adjective (with two hypens and a singular noun); a **three- week- old baby, a ten - year - old daughter.**

Nouns of measurement (year, week, gram , mile) are always singular when used in compound adjectives; **a ten - second silence, a six- minute wait, a five- mile** race'.

Old years Noun کے بغیر استعمال ہو سکتا ہے۔ اگر اس کے ساتھ کوئی **Noun** لگایا جائے مثلاً **twenty one year old girl** تو پھر **Year** کو واحد رکھیں گے۔ اور تین hypen لگا کر لکھیں گے۔

Phone:

x She phoned **to the hospital** to ask about her husband. (Incorrect)

✓ She phoned the hospital to ask about her husband. (Correct)

✓ phone/ telephone / ring / call a person or place / number **(without to)**

I talked to him for a long time **by phone** last night.

✓ I talked to him for a long time **on/ over the phone** last night.

In **British English,** the phrase is (talk speak to somebody) **on, over** the phone.

✓ In **American English,** both **by phone** and **on / over** the phone are used although **by phone is not** common.

Rather:

x The bed was rather comfortable. (Incorrect)

✓ The bed was quite comfortable. (Correct)

The weather is **rather** good today.

The weather is **quite** good today.

When rather means **'to small extent it is usually used with words that express negative qualities.** The bed was **rather** uncomfortable.'

When rather is used with words that express positive qualities, it makes the qualities, it stronger ' These cakes are rather nice. Try one. '

Rather عام طور پر ان الفاظ کے ساتھ استعمال ہوتا ہے۔ جو منفی خوبیوں کے حامل ہوتے ہیں۔ مثبت الفاظ کے ساتھ **quite** یا **very** لگتے ہیں۔ بعض اوقات **Rather** کو مثبت خوبیوں والے الفاظ کے ساتھ استعمال کیا جاتا ہے۔ ایسی صورت میں **Rather** مثبت خوبیوں والے الفاظ کے مثبت مطالب کو مزید مضبوط کرتا ہے۔

Run:

x The car was **running** too fast for me to see the number plate. (Incorrect)

✓ The car was **moving** too fast for me to see the number plate. (Correct)

Vehicles: travel, move or go at a certain speed in a certain direction (Not run)

We are **travelling** at just under 70 miles an hour.

Shopping:

x In the afternoon, we went for shopping.

✓ In the afternoon, we **went shopping.**

x I go **to** shopping twice a week.

✓ **I go shopping** twice a week.

Exp: go shopping: without to / (for) . Some people fly to London just to go shopping.

shopping کے لفظ کو **to** یا **for** کے بغیر لکھتے ہیں۔

(E) Using negative words

The use of No, Not

1. Do not use two negative words in a clause.

No, nobody, nothing cannot be used with **not, never, hardly, seldom**

کسی فقرے میں دو **Negative** الفاظ استعمال نہیں کئے جا سکتے۔ ایسے فقروں میں **No, Nobody, Nothing** کے ساتھ Not **، hardly, never** اور **seldom** مت لگائیں۔

x Nobody could **not** see me. (Incorrect)

✓ Nobody could **see** me (Correct)

x Nobody **never** asks me for my opinion. (Incorrect)

✓ Nobody **ever** asks me for my opinion. (Correct)

x I checked the essay for mistakes but could not find **none.(Incorrect)**

✓ I checked the essay for mistakes but could not find **any. (Correct)**

Negative الفاظ کے بعد ہم عام طور پر **any, anyone, anything** استعمال کرتے ہیں۔ **something, someone, some** لگانے سے احتیاط برتیں۔

x I had not seen **someone** for over a week. (Incorrect)

✓ I had not seen **any one** for over a week. (Correct)

x Nobody is doing **something** to help them. (Incorrect)

✓ Nobody is doing **anything** to help them. (Correct)

2. As a general rule, use **nobody/ nothing** etc with an affirmative verb and with of **everybody, everything** use a negative verb.

Nobody is allowed **to wear** shoes in the mosque.

Allowed ایک مثبت **verb** ہے۔ **Nobody** کے ساتھ مثبت **verb** استعمال کیا گیا ہے۔

3. When a sentence begins with **never, hardly , seldom, rarely, scarcely, nowhere, no sooner, not only, under no circumstances, the subject and helping verb change places**

اگر کسی فقرے کو **never, hardly, seldom, rarely, scarcely, nowhere, no sooner, not only, under no circumstances** سے شروع کیا جائے تو فاعل اور **helping verb** اپنی جگہ بدل لیتے ہیں۔ یعنی **Helping verb** پہلے آئے گا اور فاعل بعد میں۔

No sooner did we arrive, than it began to rain.

Helping verb فاعل

فقرے میں **helping verb did** پہلے آیا ہے اور فاعل **we** بعد میں

Under no circumstance should you wait any longer.
Helping verb فاعل

4. The use of Not and no

To make a word, expression or clause negative, we use **'not'**.

a. **Not** surprisingly, we missed the train. (not, No surprisingly)

b. The students went on strike, but **not** the teachers. (but no the teacher)

c. I have **not** received his answer.

No:

Is used with **a noun or ing** form to mean 'not any' or not a /an. No teacher went on strike (= There was not any teacher on strike).

No عدم موجودگی یا عدم ملکیت کو ظاہر کرتا ہے۔

I telephone, but there was no answer (There was not an answer)

Both- Neither:

Both is used when two persons do some work and when either of the two persons does not do any work, **Neither** is used.

جب دو شخص مل کر کوئی کام کریں تو **Both** لگائیں۔ مثلاً ان دونوں نے فرنیچر خریدا۔

✓ Both of the two bought furniture. مثبت کام

✓ Both of the two studied magazine. دونوں نے مل کر میگزین پڑھا۔

اب اگر اشخاص میں سے کوئی بھی کام نہ کر رہا ہو۔ تو ہم **Both** کے ساتھ **Not** نہیں لگاتے بلکہ **Neither** لگاتے ہیں۔

x Both of the two did not buy furniture. (Incorrect)

x Both of the two did not study magazine. (Incorrect)

یاد رکھیں **Both** دو اشخاص کیلئے استعمال کریں اور اس وقت جب دونوں کام کر رہے ہوں۔
دو اشخاص میں سے اگر کوئی بھی شخص کام سرانجام نہ دے رہا ہو تو اس کیلئے اہل زبان **Neither** کا لفظ استعمال کرتے ہیں۔

x Both of the two **did not** buy furniture. (Incorrect)

✓ **Neither** of the two bought furniture. (Correct)

Neither کے ساتھ مثبت فعل لگائیں جیسا کہ فقرے میں **bought** لگایا گیا ہے۔

All,None

x All of them did not read the book. (Incorrect)

✓ None of them read the book. (Correct)

All اس وقت استعمال کریں جب دو سے زیادہ اشخاص کام کر رہے ہوں۔

All of them read the book.

All کسی بھی **negative** میں استعمال نہیں کر سکتے۔
اگر کوئی کام دو سے زیادہ اشخاص میں سے کوئی بھی کام نہ کر رہا ہو۔ تو **None** لگائیں۔

x **All of them** did not go to school. (Incorrect)

✓ None went to school. (Correct)

Neither اور **None** کے ساتھ ہمیشہ مثبت فعل لگائیں۔

(F) Verb + Noun combinations

Do, Have, Make, Take

1. Have:

(a)	Have a bath (British) Take a bath (American)	She is probably upstairs **having** a bath.
(b)	Have (your) breakfast	We usually **have** breakfast in the kitchen.
(c)	Have (your) dinner	We **had** dinner and then went out for a walk.
(d)	Have a drink	I shall collapse if I do not **have** a drink soon.
(e)	Have an experience	He **has** no experience of running a school.
(f)	Have fun	You cannot stop people from **having** fun.
(g)	Have a holiday	It is almost a year since we **had** a real holiday.
(h)	Have an interview	I've **had** six interviews but no one **has** offered me a job.
(i)	Have a lesson	Every morning, we **have** three fifty minutes lessons.
(j)	Have an operation	Before I **had** an operation, I could hardly walk.
(k)	Have a party	On Sunday, we are **having** a party.
(l)	Have a picnic	If it is sunny, we could **have** a picnic.
(m)	Have a shower	It only takes me a minute to **have** shower.

2. Take

(a)	Take an examination (امتحان دینا)	I am **taking** an examination in Dental Surgery this year.
(b)	Take (your) medicine	Do not forget to **take** your medicine.
(c)	Take a pill	He refuses to **take** sleeping pills.
(d)	Take a test	The last test I **took** was a disaster. (تباہ کن)

3. Make:

(a)	Make an effort	I had to **make** effort not to laugh,
(b)	Make a journey	It was the first journey, he had **made** all on his own.
(c)	Make a mistake	He has **made** a serious mistake.
(d)	Make a noise	How can one small child **make** so much noise?
(e)	Make progress	I **made** very little progress at the start of the course.
(f)	Make the bed	He **made** the bed for the guests.
(g)	Make of mess	He **made** a mess of lunch.
(h)	Make a call	He **made** a call to his friend.

4. Do

(a)	**Do your best**	Do not worry, Aslam, just **do your best.**
(b)	**Do or cause**	The storm **did** a lot of damage to the crops.
(c)	**Do an exercise**	Have you **done** your exercise today?
(d)	**Do an experiment**	To **do** this experiment, you will need boiled water.
(e)	**Do someone good**	The holiday has **done** him a lot of good.
(f)	**Do harm**	A scandal would **do** his reputation a lot of harm.
(g)	**Do your homework**	Have you **done** your homework yet?
(h)	**Do a job**	I've got one or two jobs to **do** this evening.
(i)	**Do the / some shopping**	Anwar has gone into town to **do** some shopping.
(j)	**Do research**	We need to **do** a lot more research.
(k)	**Do your training**	Where did you **do** your training?
(l)	**Do ironing**	He **did** ironing yesterday.

(G) The Use of verbs

Bring, take, send, fetch, carry, collect, pickup

Bring - (لانا)	come with something (no go) کہیں جائے بغیر Could you **bring** me a glass of water, please?
Take (کوئی شے لے کر جانا)	Take means go with something (not come) You **take** the shopping indoors and I shall put the car away. When I go on holiday, I like **to take** a good book with me.
Send کسی کام کیلئے بھیجنا لیکن خود ساتھ نہ جانا	If you **send** a person somewhere, you tell him to go there but you don't go with him. Our company **sends** one of us to England after every six month.
Fetch (جا کر لانا)	If you **fetch** something, you go to the place where it is and come back with it. We waited at reception while tht porter **fetched** out luggage.
Carry (کوئی شے اٹھا کر جانا)	If you go somewhere with something in your hands, in your arm, on your head etc, you carry it. She **carried** her chair into the garden and sat in the sun.
Collect (کسی شے کو خود جا کر لانا)	If you **collect** or fetch someone (from somewhere) you go there and bring them back with you. I have to **collect** the children from the school at 4.O clock.
Pick up کسی انتظار کرنے والے شخص کو جا کر لانا	If you **pickup** someone (at a place) you go to the place where they are waiting, usually in a car or other vehicle and then take them somewhere. I shall **pick up** at your house just after seven.

H. Please do not write (مت لکھیں)

1- Unless یا Until کے فوراً بعد Not مت لکھیں
2- Too کے بعد Not مت لکھیں
3- Lest کے بعد Not مت لکھیں
4- Forbid کے بعد Not مت لکھیں
5- Neither کے بعد Not مت لکھیں
6- None کے بعد Not مت لکھیں
7- Both کے بعد As well as مت لکھیں
8- When اور If کے بعد Than مت لکھیں
9- Such اور Same کے بعد Which مت لکھیں
10- As if اور As though کے بعد Simple Present Tense مت لکھیں
11- کسی فقرے میں دو Future Tense مت لکھیں

I. Choosing the Right Word

(The use of adjective)

بعض اوقات انگلش لکھتے یا بولتے وقت ہمیں صحیح لفظ نہیں ملتا۔ ہم اندازاً کوئی لفظ لکھ لیتے ہیں۔ لیکن اس میں meaning میں فرق پڑ جاتا ہے۔ مثلاً لفظ حادثہ کیلئے ہم Accident لکھتے ہیں۔ لیکن عام طور پر اس کے ساتھ ہم big کا لفظ لگا دیتے ہیں۔ یعنی a big accident، بظاہر اہل زبان اس کی جگہ serious کا لفظ لکھتے ہیں۔ ذیل میں مختلف الفاظ کی لسٹ لکھی جا رہی ہے جس کے ساتھ adj کو تحریر کیا گیا ہے۔

Word	big	deep	great	high	serious	strong
Accident					✓	
Attempt					✓	
Change	✓		✓			
Concern		✓	✓		✓	
Cost			✓	✓		
Crime					✓	
Damage					✓	
Danger			✓		✓	
Difference	✓		✓			
Difficulty			✓		✓	
Effect	✓		✓		✓	✓
Fun			✓			
Impression		✓				✓
Improvement	✓		✓			
Income				✓		
Influence	✓		✓		✓	✓
Interest					✓	✓

Mistake	✓		✓		✓	
Possibility						✓
Price				✓		
Pride			✓			
Problem	✓		✓		✓	
Risk	✓		✓	✓	✓	
Shock	✓		✓			
Skill			✓			
Speed			✓	✓		
Surprise	✓		✓			
Threat					✓	
Trouble	✓	✓			✓	

J. Using Preposition in Time Phrases

In Main parts of the day, months, years centuries at the end of the started period.	**In the morning/ afternoon/ evening.** **In the morning,** we went for a walk along the river. She will be coming back home **in March. In 1999,** he decided to join army. **In the twentieth century,** there have been two world wars. I' ll be back in a couple of minutes. **In two** week's time, she is going on leave.
At (Clock time)	The shops open **at** 9, O clock. Her flight is due in **at 6:35** **at mid night/ noon / dawn / lunch time etc.** He turned up in my office **at noon.**
On specific day, dates, mornings & afternoon	On Tuesday, on 3rd April, on Monday night, on the day of my arrival.
Week end (British English)	at the week end, what are you doing at the week end? But (American English) on the week end.
The Holiday, Period around-Christmas, Easter, Ramdan etc	**At Christmas, At Easter, at Ramdan,** At Ramdan the roads tend to be very quiet, But **on Christmas day, on Easter Sunday**
In time (وقت سے تھوڑا سے پہلے)	Make sure you arrive **in** time to see the beginning of the film, at the right time.
On time (عین وقت پر)	The train arrived **at** 17:28 exactly **on time.**

O Clock	It was **twenty past four** O'clock when the train arrived. (Incorrect) It was twenty **past four** when the train arrived (Correct) They finished their dinner at **about 7: 30** (Correct) Do not use O'clock for times, that include minutes or parts of an hour. Compare: It is four O clock. O clock پورے گھنٹوں کیلئے لکھیں۔ اگر وقت میں گھنٹوں کے ساتھ منٹ وغیرہ دیے ہوں تو O, clock مت لکھیں۔

K. Tips for writing and speaking correct English

1. Computer

If we want to write something on computer, use the following vocabulary.

اگر ہم کمپیوٹر کے متعلق کوئی مضمون، رپورٹ یا خط وغیرہ لکھنا چاہتے ہیں تو مندرجہ ذیل الفاظ استعمال کریں۔

1. We **work on** a computer (not with a computer)

اس کے علاوہ ہم Computer کے علاوہ **on screen** کا لفظ بھی لکھ سکتے ہیں۔

We **work on** screen.

2. Always say **the internet** not 'internet.

Internet کے ساتھ the ضرور لگائیں۔

3. You also shop or do things **on the internet'** not 'by the internet or 'in the internet'.
4. Do noy say 'she does n't like using computer' **but say 'she does n't like using computers.**
5. The study of computers is usually known as **computing** or **computer science.**
Do no't say 'I studied computer'. Always say **I studied computing.**
6. The word **'computer'** is a countable noun.

اس لیے ہم اس کے ساتھ the, an, a استعمال کریں۔

2. Describing People

a. **Do n't say** 'She has dark/ long hairs.
Always say She has long dark hair.

b. **Don't say** 'He has black eyes'.
Always says He has dark brown eyes.

3. In spoken British English, people often say *'has got'* instead of **has, have** for example, 'you have got beautiful eyes.

d. **Don't say** He is ten years.
Always say He is ten OR **He is ten years old.**

e. When we are describing someone's clothes, we can say 'some one is wearing or some on is **dressed** in a black jacket.

f. **Do n't say** Her character is very nice.
Always say **She is a very nice person** OR **She is very nice.**

g. If you want to say that someone behaves in a particular way, you use **tend to be** or **can be.**

اگر کسی شخص کے بارے میں لکھنا ہو کہ اپنے رویہ کا اظہار کسی خاص طریقے سے کرتا ہو خاص طور پر اس کی کسی منفی خوبی پر بات کرنی ہو تو ہمیں اس بات کو اس طرح سے لکھنا چاہیے۔

She **tends to** be rather impatient.
He **can be** very moody at times.

h. People often also say that someone is a particular **sort / kind of person** for example.
He always seems such a **happy** sort of person.

3. Drive

a. You **drive** a *car, truck, taxi* or *train* but you **ride motorcycle or bicycle**.

ہم کار، ٹرک، ٹیکسی، ٹرین چلانے کیلئے لفظ **drive** لکھتے ہیں۔ لیکن موٹر سائیکل چلانے کیلئے **ride** کا لفظ لکھتے ہیں۔

b. Usually you do n't need to say **drive a car** just **drive** is enough.

اگر آپ کار **drive** کرنے کے بارے میں کچھ کہنا چاہتے ہیں تو صرف **drive** لکھیں **drive a car** مت لکھیں۔

He cannot drive **a car**. X
He cannot **drive**. ✓

c. **Do not say** 'get on a car.
Always say **get in / into a car.**

d. **Do not say** get off a car.
Always say **get out of a car.**

e. **Do not say** ' go drive'.
Always says ' **go for a drive.**

4. Food

a. **Food** is usually used as an uncountable noun.
do not say 'I like Pakistani **foods**.
Say **I like Pakistani food.**

b. To talk about a meal that is eaten in a country or local area, and often anywhere else, you can say.

اگر کسی خاص علاقے میں کوئی کھانا کھایا جا رہا ہو تو ہم اس کا اظہار اس طرح کرتے ہیں۔

The local **specialities** include salted fish and roast meat.

c. For unusual food, which is considered to be especially tasty somewhere, we can say.

اگر کسی جگہ پر نہایت مزیدار شے کھی ہو تو ہم کہیں گے۔

In Pakistan, fried fish is considered to be a **delicacy.**

d. When you are describing food 'do n't say' it is very delicious.
Always say **It is delicious** or
It tastes really food.
It's very tasty **a tasty dessert.**

5. Describing the place people live

a. To describe a place, right preposition is used you live **in** a house, city or country for example. She lives in a small apartment **in** London.
You live on a particular floor of a building for example.
He lives **on** Fifth Avenu.
You live **at** an address, for an example
We live at House No. 23, Mosque street Gulshan collony, Lahore.

b. If you want to say how long you have lived somewhere.
اگر آپ یہ کہنا چاہتے ہیں کہ کسی جگہ پر آپ کتنے دن رہے ہیں۔ تو آپ اس بات کو اس طرح کہیں گے۔
I **have lived** in London for five years.
I **have been living** in London for five years.
پہلا فقرہ ظاہر کر رہا ہے کہ آپ لندن پانچ سال رہے ہیں۔ اب اسے چھوڑ دیا ہے۔ دوسرے فقرے سے ظاہر رہا ہے۔ کہ آپ اب بھی لندن میں رہ رہے ہیں۔

c. If you want to talk about where you lived when you were a child, you can say.
I **grew up** in Paris.
I **spend my** childhood in Paris.
I was **brought up** in Tokyo.
I **lived** in Paris as a child / **When I was young.**

d. **There are several ways of saying that a house or building is next to another place.**
Our house is near the station.
His apartment is **just around the corner from** my office.
The house is very **convenient / handy** for the shops.
We live **just off** Mall Road (in a small street taht joins Mall Road)

6. Medical Treatment

a. **When talking about going to the doctor, you can say:**
I went to the doctor's (British / the doctors' office (American)
I saw the doctor
I made an appointment at the doctor's (I arranged to see the doctor).

b. When saying that your doctor gave you some medicine, you can say.
اگر آپ کے ڈاکٹر نے آپ کو کوئی دوائی دی ہو تو ہم اس کا اظہار اس طرح سے کریں گے۔
My doctor **gave me a** prescription for some antibiotics.
My doctor **prescribed** me some antibitoics.

c. Do not say eat medicine Or drink medicine X دوائی کھانا یا پینا
Always say **Take the medicine.**

d. **We can describe the different activities of the doctor in the following manner.**

ہم ڈاکٹر کے مختلف کاموں کا اظہار اس طرح سے کر سکتے ہیں۔

The doctor **took my temperature** (Checked it)
The doctor **checked my pulse.** (نبض دیکھنا)
The doctor told me to get plenty of rest / take it easy / give up smoking.
The doctor sent me for an **x-ray / a scan /** some tests.
The doctor **referred** me to a specialist.

e. **When saying that part of your body hurts, you can say.**

جب ہمارے جسم کے کسی حصے میں درد یا تکلیف ہو تو ہم اس کا اظہار اس طرح کرتے ہیں۔

My leg / shoulder / arm **hurts.**
I **have got a pain** in my leg / shoulder arm.
I have got a **headache, a stomach ache, back ache / ear ache.**
I was in **a lot of** pain.

7. Music

a. **Do not** say ' I like listening music'.
Always say ' I like listening **to** music.

Listen کے ساتھ ہمیشہ **preposition to** استعمال کریں۔

b. **Do not say:** I often listen to **the** music in my car.
Always say I often listen **to music** in my car.

c. There are many ways of saying that you like a particular kind of music or singer. You can say.

اگر ہم کسی خاص قسم کی موسیقی کو پسند کرتے ہیں یا کسی گویے سے متاثر ہیں تو اسے بیان کرنے کے مندرجہ ذیل طریقے ہیں۔

I love his music.
It's one of my favourite CDs.
I'm into a Jazz (I love Jazz very much)
I **'m a big** / great fan of Noor Jehan.
I have her music on all the time.

d. There are many ways of saying that price of music or singer is very popular.
She is **big** in Pakistan (She is popular in Pakistan)
The song was one of the **biggest hits** of last summer.

8. Newspaper

a. Do not say on the newspaper.
Always say **In the newspaper.**
I saw an interesting article **in the newspaper** yesterday.

Newspaper کی جگہ پر صرف **paper** لکھنا بہتر ہوتا ہے۔

I read about it in the paper.
If you want to mention something from a newspaper, you can use the following phrases.
It said in the paper that women are better drivers than men.
According to an article in today's / yesterday's paper, women, or better are much better drivers thatn men (more informal)
do n't say 'the paper wrote that

9. Police

a. We usually say **the police,** for example:
She went to **the police** and told them everything.
However, some journalists often use **police** on its own without the at the beginning of a sentence. They write **police** are hunting for the killer.

b. Police is a plural noun and is followed by plural verb.
The police has been searching her husband. X
The police **have been** searching her husband. ✓
Do not say, phone to the police' or call to police.

c. If you want to say policemen or policewomen, do not forget to write this as one word.
Policeman ✓ Policewomen ✓ Police man X Police women X

d. Always write 'crime' not 'the crime' if you want to give it general meaning.
Crime is increasing (not the crime is increasing)
Do not say; 'do a crime.
Always say *commit a crime.*

10. Sport

a. **Do not say,** " My favourite sports is football.
Always say My favourite sport is football.

b. You use different verbs when talking about different sports.
You play soccer (فٹ بال) golf/ tennis / base ball.
You do karate or judo.
You go swimming / running / riding.

ing کے ساتھ ختم ہونے والے کھیل

c. Do n't say **'make sports'.**
Always say do sports.
I **played** a lot of **sports** at college.

d. Sport includes all kinds of physical activities, for example 'running, hitting or kicking a ball, climbing or fishing." Activities that do not involve much physical activity, for example chess or billiards are **games** not sports.

11. Television and Radio

a. We usually **watch** television not **see it.**
He stayed at home and **watched television** all evening.
If we want to talk about watching a particular programme in the past, you can use see instead of **watch.**

b. We usually say **listen to the radio.**
Do not say 'listen the radio'.

c. If we want to talk about listening to a particular programme in the past, we can use **hear** for example.
I **heard** a really good programme on the radio last night.

d. We always say 'a programme is **on television or on the radio.** for example.
There are too **many sports programmes** on television.

CHAPTER 2

Common Errors

1. Important Rules of Grammar

(Part - 1)

The verb must agree with the subject (noun) in number and person.

۱۔ فعل اپنے فاعل کے ساتھ وحدت وجمع اور صیغہ میں مطابقت رکھتا ہے۔ اس کا مطلب یہ ہے کہ اگر فاعل واحد ہو تو فعل بھی واحد ہوگا۔ اگر فاعل جمع ہو تو فعل بھی جمع ہوگا۔

Agreement of subject (noun) with verb

Singular verbs واحد فعل	Plural verbs جمع فعل
1. is	are
2. was	were
3. has	have
4. He goes	They go
INCORRECT	**CORRECT**
1. He **go** to college daily. (فاعل واحد)	He **goes** to college daily.
2. The crow **are** thirsty. (فاعل واحد)	The crow **is** thirsty.
3. The boys **has** taken the test. (فاعل جمع)	The boys **have** taken the test.

فقرہ نمبر ۱ اور فقرہ نمبر ۲ میں فاعل واحد ہے۔ اس لئے ان کے ساتھ فعل واحد لگایا گیا ہے۔ جب کہ فقرہ نمبر ۳ میں فاعل جمع ہے اس لئے فعل جمع لگایا گیا ہے۔

2. Two or more **singular subjects joined** by **"and"** take a **plural verb.**

جب دو یا دو سے زیادہ فاعل "and" سے ملائے جائیں تو ان کا فعل جمع ہوگا۔

INCORRECT	CORRECT
1. A boy and a girl **is** reading.	A boy and a girl **are** reading.
2. The wall and the tower **has** fallen.	The wall and the tower **have** fallen.
3. He and his friend **has** arrived.	He and his friend **have** arrived.
4. The Viceroy and the Governor General is in the town.	The Viceroy and the Governor General **are** in the town.

اگر دو Nouns کے ساتھ علیحدہ علیحدہ **article (a, an, the)** لگا ہو۔ تو اس فقرے میں دو nouns ہوں گے۔ مثلاً فقرہ نمبر 1 میں boy کے ساتھ a لگا ہے اور girl کے ساتھ a لگا ہے اس لئے اس سے مراد دو شخص ہیں۔ فعل جمع آئے گا۔

3. Two **singular nouns joined by "and"** if they mean the same person or object **take a singular verb.** In such cases both the nouns take the same **article, not a separate** one.

۳۔ جب دو واحد فاعل "and" سے ملائے جائیں لیکن ان کا مدعا ایک ہی شخص ہو یا ایک ہی شے ہو تو فعل واحد ہوگا۔ اس حالت میں دونوں اسموں کے ساتھ ایک ہی حروف تنکیر a,an, the ہوگا نہ کہ علیحدہ علیحدہ۔

INCORRECT	CORRECT
1. The poet and philosopher **are** dead.	The poet and philosopher **is** dead.

ایک ہی شخص شاعر اور فلاسفر ہے اس لئے فعل واحد استعمال ہوا۔

2. A white and red car **are** parked in the street.	A white and red car **is** parked in the street.

کار ایک ہی ہے جس کے رنگ دو ہیں۔ سرخ اور سفید اس لئے فعل واحد لگایا گیا ہے۔ صرف ایک a، article لگایا گیا ہے۔

3. Slow and steady **win** the race.	Slow and steady **wins** the race.

Present simple میں واحد فاعل کے ساتھ فعل واحد آتا ہے۔ اور فعل کے ساتھ 's' یا 'es' کا اضافہ کر دیا جاتا ہے۔

4. Bread and butter (روزی) **are** difficult to earn these days.	Bread and butter **is** difficult to earn these days.
5. My friend and benefactor (محسن) **have** come.	My friend and benefactor **has** come. ایک ہی شخص دوست اور محسن ہے۔

اس فقرے میں اشارہ ایک شخص کی طرف ہے۔ وہی شخص دوست بھی ہے اور محسن بھی۔ اس لئے اس فقرے میں واحد فعل has لگائیں۔

4. The following words have a singular verb if they are used as subject.

1.	**Each**	ہر ایک
2.	**Every**	ہر ایک
3.	**Either**	دو میں سے ایک
4.	**Neither**	دو میں سے کوئی بھی نہیں
5.	**None**	تین یا اس سے زیادہ میں سے کوئی بھی نہیں
6.	**Many a**	a large number (بہت زیادہ)

INCORRECT	CORRECT
1. Each one of them **were** guilty.	Each one of them **was** guilty.
2. Every one of the boys **have** stolen the book.	Every one of the boys **has** stolen the book.
3. Many a men **were** drowned.	Many a man **was** drowned.
4. None of them **are** innocent.	None of them **is** innocent.

Many a: a large number of (used with singular noun and singular verb)

5. Many a strong man **has** weakened before such a challenge.

6. Many a famous pop star **has** been ruined by drugs.

Many a کا مطلب ہے "بہت زیادہ" لیکن اس لفظ کے ساتھ اسم واحد لگائیں اور فعل بھی واحد فقرہ نمبر ۵ میں Strong man لگایا گیا ہے۔ جو کہ واحد لفظ ہے۔ (اور اس کے ساتھ فعل has لگایا گیا ہے۔ جملے کا مطلب یہ ہوگا۔ بہت سارے طاقت ور لوگ اس چیلنج کے سامنے کمزور ہو گئے۔ دوسرے فقرے میں "Star" کا لفظ واحد ہے۔ لفظ Stars لگانا غلط ہے۔ اس کے ساتھ بھی فعل واحد لگائیں۔ جملے کا مطلب ہوگا۔ بہت سارے فلمی ستارے نشے کی وجہ سے تباہ ہو گئے۔

None کو بعض اوقات جمع کے طور پر استعمال کرتے ہیں۔ یعنی اس کے ساتھ جمع Verb لگاتے ہیں۔ مثلاً

None of them have attended the function.

5. Two singular nouns joined by "either" - or "neither -nor" take the verb in the singular.

۵۔ اگر دو واحد فاعلوں کو Either - or یا neither - nor سے ملایا جائے تو فعل واحد آئے گا۔

INCORRECT	CORRECT
I II 1. Either he or his brother have stolen the book.	Either he or his brother has stolen the book.
I II 2. Neither he nor his daughter **have** stolen the watch.	Neither he nor his daughter **has** stolen the watch.

brother اور daughter واحد ہیں ان کے مطابق فعل لگائیں۔

6. When two subjects, joined by **"either - or" neither - nor** are of the different persons, the verb agrees in person with the one nearest to it.

۶۔ اگر دو سے زیادہ اسموں کو either - or یا neither - nor سے ملایا جائے تو فعل اپنے قریب ترین فاعل کے مطابق ہوگا۔ یعنی آخری لفظ کے مطابق۔

INCORRECT	CORRECT
I II 1. Neither he nor we is angry.	Neither he nor **we are** angry. آخری لفظ We کے مطابق فعل لگائیں۔
2. Either you, or **he are** mistaken.	Either you, or **he is** mistaken. آخری لفظ he کے مطابق فعل لگائیں۔
I 3. Neither Saleem nor his II brothers has copied in the examination.	Neither Saleem nor his **brothers have** copied in the examination. آخری لفظ brothers جمع ہے اس کے مطابق فعل لگائیں۔

It is still better to say.

1. Neither he is angry nor we are.
2. Either you are mistaken or he is.
3. Neither you are to blame nor he is.

7. When two nouns are joined by **"with"** or **"as well as"** the verb agrees with first noun whether it is singular or plural.

۷۔ جب دو اسموں کو as well as یا with سے ملایا جائے تو فعل پہلے اسم کے مطابق ہوگا۔ چاہے وہ واحد ہو یا جمع۔

I 1. The principal **with** all the II teachers **have** gone out for a walk.	I The principal with all the II teachers **has** gone out for a walk. پہلا لفظ پرنسپل ہے اس لئے اس کے مطابق فعل لگائیں۔

I 2. Physics as well as II Mathematics **are** taught in our college.	I Physics as well as II mathematics **is** taught in our college. پہلا لفظ Physics ہے جو کہ واحد ہے اس لئے اس کے ساتھ فعل واحد لگائیں۔
I 3. The students as well as II the teacher **is** absent.	I The students as well as the II teacher **are** absent. پہلا لفظ جمع ہے اس لئے فعل جمع لگائیں۔

Summary

پہلے لفظ (Noun) کے مطابق فعل لگائیں۔	**as well as, with**
آخری ملانے والے لفظ کے مطابق verb لگائیں۔	**Neither - nor** **Either - or**

Check -list

About the agreement of subject with verb (Useful Hints)

1. Each, Every	Always use singular verb with **each** and **every** even if they are connected with **and**. Each اور Every اگر دو فاعلوں کے ساتھ آئیں اور وہ And کے ساتھ جڑے ہوئے ہوں تو فعل واحد لگائیں۔ Each actor and each actress **are** popular. (Incorrect) Each actor and each actress **is** popular. (Correct)
2. More than one	Use a **singular verb** and not a plural one. **More than one** کے ساتھ فعل ہمیشہ واحد آئے گا۔ Sometimes, more than one student **are** absent. x (Incorrect) Sometimes, more than one student **is** absent. ✓ (Correct)
3. A Number **The Number**	فعل جمع لگائیں فعل واحد لگائیں x A **number of** people is waiting to congratulate you. ✓ A number of people **are** waiting to congratulate you. x **The number of** old people **have** increased in recent yours. (Incorrect) ✓ **The number of** old people **has** increased in recent years. (Correct)

4. None	Many native speakers use **a plural verb** when None refers to a **countable noun**, and a **singular verb** when it refers to **uncountable noun.** (a) None of the girls have been to the museum before. **(Countable Noun) (Correct)** (b) None of the meats **is** fit to eat. **(Uncountable noun)** Some native speakers prefer to use a singular verb with **none** at all times but this is not recommended by the O.E.D or in Fowlers modern English Usage. None واحد اور جمع دونوں طرح سے ہی استعمال ہوتا ہے۔
5. Each, Every Either, Neither	Always use a **singular verb.**
6. With neither - nor, either - or	The verb agrees with the **last noun or pronoun.** آخری اسم یا اسم ضمیر کے مطابق فعل آتا ہے۔
7. As well as and with	The verb agrees with the **first word.** پہلے لفظ کے مطابق فعل لگائیں۔
8. The rest, all or, Some of, a lot of, Most of, Majority	(a) Use a **singular verb** when these words refer to an **uncountable noun.** (b) Use a **plural verb** when refer to a plural **countable noun.** ان تمام الفاظ کے ساتھ فعل واحد لگائیں۔ اگر یہ شمار نہ ہونے والے اسموں کے ساتھ لگے ہوں۔ ان کے ساتھ فعل جمع لگائیں اگر یہ شمارے نہ ہونے والے جمع اسموں کے ساتھ آئیں۔ × (a) The rest of the meat (rice, butter, milk, bread) are bad. (Incorrect) ✓ (a) The rest of the meat (rice, butter, milk, bread) **is** bad. (Correct) ان اسموں کی گنتی نہیں ہوتی۔ × (b) The rest of the men (people, cakes, apples) is bad (Incorrect) ✓(b) The rest of the men (people, cakes, apples) **are** bad. (Correct)
9. Plural nouns Showing, Quantity, amount, distance, time. Take a singular verb.	ان اسموں کی گنتی ہوتی ہے۔ اسم جمع اگر مقدار، رقم، فاصلہ، یا وقت کو ظاہر کرتے ہوں تو ہمیشہ واحد فعل لیتے ہیں۔ (1) Ten years **is** a long period. (Correct) (2) Five hundred rupees **is** a large amount. (Correct) (3) Fifty kilograms of rice **is** sufficient for use. (Correct)
8. Many a	Always use a **singular verb.** Many a film star have won a great reputation. (Incorrect) Many a film star **has won** a great reputaion. (Correct)

EXERCISE 1

Noun & Verb (Part I)

Correct the following sentences. Hints: واحد فعل کے ساتھ واحد اور جمع فعل کے ساتھ جمع لگائیں۔

1. Each one of them were happy.
2. None of them have done it. **(Punjab 2015)**
3. Either of the two boys have read their lesson.
4. He go to school on foot.
5. Tariq as well as Asad are my friend. **(P.U. 2013)**
6. Neither Aziz not Habib have done their work. **(Gujrat University 2010)**
7. You and Abdullah has done their work. **(Punjab. 2015)**
8. Many a men are killed in the battlefield. **(P.U. 2018)**
9. Arshad as well as his four friends were planning to visit the museum. **(Sargodha Univeristy 2012)**
10. A number of boys is absent. **(P.U. 2013)**
11. Ill news (بری خبر)run apace. (جلد پھیلتی ہے)
12. The teacher as well as the students were present on the occasion. **(Sargodha 2013)**
13. One of the stuents are absent. **(Gujrat 2015)**
14. If some one feels ill, they should go to see a doctor.
15. Neither of these ten boys has failed. **(P.U. 2012)**

EXERCISE 2

Correct the following sentences.

1. Neither the ministers nor the king deserve to be praised. **(P.U.2001, 2015)**
2. One of my friends are blind. **(Gujrat 2013)**
3. Mr. Zahid writh his wife and children live here. **(P.U. 2013)**
4. Every one of them want to go to sea. **(P.U. 2011)**
5. Slow and steady win the race.
6. Either he or his brother are at fault. **(P.U. 2014)**
7. Either of these two houses are to let. **(P.U. 2011)**
8. He or she is a thief. **(P.U. 2005)**
9. His friend and benefactor have left the room. **(P.U. 2011)**
10. Two and two makes four.
11. Coffee as well as milk were served to the quests. **(P.U. 2015)**
12. The long and short of the matter were that he failed in the examination.
13. None of the boys were naughty. **(P.U. 2012 Group-II)**
14. One of the cats scratch (نوچنا)the children.
15. Either he or his friends helps me. **(P.U. 2014)**
16. Either he or I are right. **(P.U. 2006)**
17. Each of the boys gave their own version of the incident.
18. The notorious dacoit with his followers have escaped. **(P.U 2002)**
19. The jury were unanimous in their verdict. **(P.U 2003 Group I)**
20. Many a man are killed in the battle. **(P.U 2003 Group. I)**

(Part. II)

Nouns (Introduction)

Common nouns are grouped into two broad classes

Countable nouns and uncountable nouns

Countable nouns are also called **count nouns** and uncountable nouns are also called **non count nouns** or **mass nouns.**

ناؤن دو قسم کے ہوتے ہیں۔ ایسی ناؤن جن کی گنتی ہو سکے۔ ہم انہیں countable noun کہتے ہیں۔ جن ناؤن کی گنتی نہ ہو سکے۔ انہیں ہم uncountable nouns کہتے ہیں۔

A countable noun is the name of something that can be counted. **A countable noun** has a singular as well as plural form. We can use **a/an/one** with singular countable noun.

An uncountable noun or non count means something that cannot be counted. It has no plural form.

book, **books** boy , **boys** Countable nouns کی جمع بن سکتی ہے۔

Uncountable nouns کی جمع نہیں بن سکتی۔

advice **advices** X
milk **milks** X
equipment **equipments** X

Note: Uncountable nouns have no plural. We cannot use a/an/ one before an uncountable noun. But we can use **some, much, little, a large amount of, a lot of , lots of, plenty of, a good or great deal of, all, any, enough, no, the, this, that, my, our** before uncountable nouns.

furniture	**some** furniture , **much** furniture, **enough** furniture, **a lot of** furniture, **All** the furniture
information	**some** information, **much** information, **a lot of** information
money	**some** money, **much** money, a large amount of money, **a lot of** money, **plenty** of money
advice	**some** advice, **a lot** / lots of advice, **plenty** of advice

Do not write مت لکھیں

Uncountable nouns سے پہلے **a, an/ one** مت لکھیں۔

another, both, each, either, every, few, many, several, these, those, two, three etc

a furniture x an information x a money x

البتہ ہم مندرجہ بالا الفاظ کو countable nouns کے ساتھ لکھ سکتے ہیں۔

a chair the chair some chairs
plenty of books those books every boy
all the students this apple my country

Part-III

1. Errors in the use of Nouns

Non-count nouns ending 's'

Some non-count nouns end in 's' but are grammatically singular. They include names of some school/ university subjects, physical activities, diseases and games.

۱۔ کچھ Non-count 's' پر ختم ہوتے ہیں۔ دیکھنے میں جمع لگتے ہیں کیونکہ ان کے آخر پر 's' لگا ہوتا ہے۔ لیکن استعمال میں واحد ہوتے ہیں۔ ان میں عام طور پر سکول یا کالج میں پڑھائے جانے والے مضامین، جسمانی مشاغل، بیماریاں اور کھیلیں شامل ہوتے ہیں۔

School / University Subject	Physical Activities	Diseases	Games
1. civics	athletics	shingles اعصاب کے عقود کی تکلیف دہ سوزش یا ورم جس کے ساتھ کمر کے گرد خسرہ کی طرح کے دانے ابھر آتے ہیں۔ نملہ۔	bowls بولز کا کھیل۔ گھاس کے قطعے پر دس کھونٹوں والی بولنگ۔ اسکٹل
2. classics (قدیم یونانی اور لاطینی ادب)	aerobics (جسم میں زیادہ آکسیجن پہنچانے کیلئے بڑی ورزشیں)	measles خسرہ۔	billiards ایک کھیل جو ایک مستطیل بانات منڈھی میز پر کھیلا جاتا ہے۔ اور اس پر مخصوص ڈنڈے کے ذریعے گیندیں لڑھکا کر گرداگرد جالی دار سوراخوں میں ڈالی جاتی ہیں۔
3. economics	gymnastics جسمانی پھرتی اور چستی پیدا کرنے والی ورزشیں	mumps کن پیڑے۔ ایک متعدی مرض جس میں تھوک پیدا کرنے والے غدود پھول جایا کرتے ہیں۔	darts نشانے بازی کا گھریلو کھیل جس میں پردار تکلی ڈنڈیاں ایک گول ہدف پر پھینکی جاتی ہیں۔
4. ethics			
			draughts دو آدمیوں کے درمیان چارخانہ دار تختے پر 12, 12 مہروں سے کھیلے جانے والا کھیل۔
5.maths / mathematics			dominoes پانسہ نما مہروں سے کھیلا جانے والا کھیل
6. mechanics مشینوں کا علم کے متعلق			
7. physics			
8. politics			
9. statistics			

Note: News is another word that ends in 's' but is used as singular.

Incorrect	Correct
1. Economics **are** a difficult subject	Economics **is** a difficult subject
2. **Aerobics** are really popular these days, particularly with older people.	Aerobics **is** really popular these day particularly with older people.
3. **Billiards** are a very interesting game	Billiards **is** a very interesting game.
4. These news are not so good	This news **is** not so good.
5. **Shingles** lay you low for anything up to six months.	Shingles **lays** you low for anything up to six months.

Special Note: These words generally take singular verbs, however exceptionally, **plural verbs** may occur with such nouns when the noun phrase has a more specific reference.

اگر مندرجہ بالا الفاظ کسی اور مخصوص معنی میں استعمال ہوئے ہوں تو ان کے ساتھ **Plural verb** استعمال ہو سکتا ہے مثلاً

Saleem's **politics** keep getting him into trouble. (Political views)

یہاں پر politics کا لفظ بہ حیثیت مضمون استعمال نہیں ہوا۔ بلکہ یہ سیاسی نظریات کیلئے استعمال ہو رہا ہے۔ اس لئے ہم اس کے ساتھ plural verb لگاتے ہیں۔

2. The rulers have been running the country for two years but their economics is wrong. X
   (economic policies) (are wrong) ✓

یہاں پر **economics** کا لفظ مضمون کے طور پر استعمال نہیں ہوا۔ بلکہ اقتصادی یا معاشی پالیسیوں کے لئے استعمال ہوا ہے۔

3. His mathematics is weak. X
   His mathematics are weak. ✓

اس کا حساب کتاب کمزور ہے۔ یہاں پر **Mathematics** مضمون کے طور پر استعمال نہیں ہوا۔

Note: Terms that take the name of a town, counting or university are plural, even when they work singulerly, England where bowled out for 56. Law and order defies the rules of grammar and is singular)

Plural non-count nouns

The following commonly occuring non-count nouns are always grammatically plural.

مندرجہ ذیل (Non count nouns) کے ساتھ ہمیشہ آخر میں 's' آتا ہے۔ یہ جمع کے طور پر استعمال ہوتے ہیں۔ یعنی جب یہ فاعل کے طور پر استعمال ہوں تو ان کے ساتھ plural verb لگایا جاتا ہے۔ اس کے علاوہ ان کے ساتھ 's' ضرور آتا ہے۔ 's' کے بغیر یہ الفاظ غلط ہوتے ہیں۔ مثلاً

Congratulation X	Congratulations (always) ✓
Saving X	Savings (always) ✓

The list of such words is given below.

1. Belongings (اثاثے، سامان)
2. Congratulations
3. Credentials (تصدیق نامے، اسناد وغیرہ)
4. Dregs (بچی ہوئی شے، تلچھٹ)

5. Earnings (کمائی)
6. Goods (سامان، اشیاء)
7. Likes (پسند، اس طرح، اس طریقے سے)
8. Mains (دیوار پر کوئی جگہ یہاں پر بجلی کی سپلائی کیلئے کوئی پوائنٹ رکھا گیا ہو)
9. Outskirts (مضافات شہر، شہر کے ارد گرد کا علاقہ)
10. Particulars (کسی شخص یا شے کے بارے کے متعلق تفصیلات)
11. Pictures (Cinema)
12. Premises (Buildings)
13. Proceedings (کارروائی)
14. Proceeds (کسی کاروبار میں حاصل ہونے والی رقم)
15. Remains (آثار قدیمہ)
16. Riches (دولت)
17. Savings (money)
18. Stairs (سیڑھیاں)
19. Surroundings (قرب و جوار)
20. Thanks

(b): Nouns having two parts usually take plural verbs. They include instruments, garments and tools.

ایسے اسم جن کے دو حصے ہوں۔ عام طور پر **plural** فعل لیتے ہیں۔

Bipartite Nouns

ایسے اسم جن کے دو حصے ہوں

Instruments	Garments	Tools
1. binoculars دونوں آنکھوں سے دیکھنے والی دوربین	briefs زنانہ جانگھیا نما پتلون یا مردوں کا زیر جامہ	pincers سنسی، کیل اکھاڑنے کیلئے اوزار
2. glasses (عینک)	breeches گھٹنے سے نیچے ٹانگوں کو ڈھکنے والا لباس ٹانگیں ڈھکنے والا سوری وار لباس	pliers پلاس
3. goggles آنکھوں کو گرد و روشنی اور پانی سے بچانے والا چشمہ	jeans جین کی بنی ہوئی پتلون	scissors قینچی
4. head phones سر پر ٹکنے والی پٹی کے دونوں سروں پر لگے ہوئے ریڈیو وغیرہ کی آواز تنہا سننے کیلئے آلے سرفون	overalls کپڑوں کو گرد و غبار اور نمی سے بچانے والا اوپری لباس	tongs چمٹا
5. spectacles (عینک)	pants	tweezers موچنا
6. scales (ترازو)	shorts گھٹنے تک یا اس سے اوپر کا ترپوش trousers underpants جانگیا، زیر جامہ	shears کترن قینچی

In order to refer to more than one example of this type of noun, the partitive expression a pair of / pairs is commonly used.

اوپر درج شدہ الفاظ کے ساتھ ہم عام طور پر a pair of یا pairs کا لفظ استعمال کریں۔

I bought a trousers. ×
I bought a pair of trousers. ✓
I bought **four pairs** of trousers.

INCORRECT	CORRECT
1. Congratulation on your success in business.	1. Congratulations on your success in business.
2. The outskirts of the city **is** dull.	2. The outskirts of the city **are** dull.
3. The proceeds of the concert **is** all going to charity.	3. The proceeds (آمدن) of the concert **are** all going to charity.
4. The particular of the new teacher is not correct.	4. The **particulars** of the new teacher **are** not correct.

Plural words or fixed expressions

1. Odds and ends: (بچی کھچی اشیاء۔ متفرق اشیاء)
   Put all the **odds and ends** on the table,
2. Grounds- (وجہ) She has no **grounds** for a divorce.
3. Surroundings The **surroundings** here are magnificient (شاندار)
4. Contents - (مواد) The **contents** are shown on the first page.
5. Take pains - (محنت کرنا) She always **takes pains** to speak well.
6. Regards- (آداب) Give my **regards** to your sister.
7. Congratulations- Please accept my sincere **congratulations.**
8. Plastics They work in a **plastics** factory.
9. Make friends with I will soon **make friends with** him.
10. The proceeds- (کسی کاروبار میں حاصل ہونے والی رقم)
    The **proceeds** are to be sent to a charity house.
11. Sometimes: **Sometimes,** she helps me with my work.
12. As follows: The method is **as follows**
13. Earnings: His **earnings** will fall because of strike.
14. Belongings Whose **belongings** are these?
15. Alms- (خیرات) **Alms** are given to the poor.
16. In arrears: They are in **arrears** with their rent.
17. Now a days: **Now a days** not many people smoke cigarette.

Words that keep their "s" but are singular

1. Measles- (خسرہ) **Measles is** a dangerous disease for children.
2. Mumps- (کن پیڑے) **Mumps is** an infectious disease.
3. A lense: **The lens** in this camera **has** a crack in it.
4. A means : (ذریعہ) **It is a means** to an end.
5. A summons: (عدالتی بلاوا) **This summons is** from the High Court, and so you must obey it.
6. A gallows: (پھانسی کا تختہ) He was hanged on **a gallows.**

7. **An innings:** This innings is the most important one in the game.
8. **To make friends:**

Note: The expression to **make friends with** is fixed. We cannot omit the 's' even when we refer to only one new friend. **This is a new girl in our class. I have made friends with her.**

ہمیشہ Make friends لکھیں۔ چاہے ایک شخص کے ساتھ دوستی کرنی ہو۔

INCORRECT	CORRECT
1. His spectacles(عینک) **is** old.	His spectacles **are** old.
2. The surroundings (اطراف) is pleasant one.	The surroundings **are** pleasant one.
3. The robbers (ڈاکو) made away with the valuable. (قیمتی اشیاء)	The robbers made away with the **valuables.**
4. Alms (خیرات) **is** given to the poor.	Alms **are** given to the poor.
5. He opened a **saving account** in the bank.	He opened a **savings account** in the bank.
6. His father is in the **custom department.**	His father is in the **customs department.**
7. His **particulars**(تفصیلات) **is** given below.	His **particulars are** given below.

No "S" Please

3. Some Nouns are used in the singular only.

بعض اسم واحد صورت میں استعمال ہوتے ہیں۔ یعنی ان کی جمع نہیں بنتی۔ ان کے ساتھ s مت لگائیں۔

Scenery, Information, Vacation, Poetry, Furniture, Machinery, Offspring (اولاد), Equipment, Bread, Rice, Knowledge, Jewellery, Luggage (سامان), Clothing, Traffic, Corn, Abuse, Fruit, Hair, Alphabet, Appratus, Advice, Mischief, Dirt,

Solved Examples

1. The sceneries of Kashmir **are** very beautiful.	The **scenery** of Kashmir **is** very beautiful.
2. I have lost my **furnitures.**	I hav lost my **furniture.**
3. I went to home during summer **vacations.**	I went to home during **summer vacation.**
4. These five children are her **offsprings.** (اولاد)	These five children are her **offspring.**
5. My luggage **were** left at the waiting room.	My luggage **was** left at the waiting room.
6. His hair **have** turned white.	His hair **has** turned white.

4. There are some nouns that are not made plural by adding "s" to them. However, they are made plural by adding typical words before them.

اوپر والی لسٹ میں دیے گئے الفاظ کی جمع S لگا کر نہیں بنتی تاہم بعض الفاظ کو جمع بنانے کے لئے ہم ان سے پہلے کوئی اور مناسب لفظ لگا دیتے ہیں۔ اور اس اضافہ شدہ لفظ کو جمع بناتے ہیں۔ (انہیں نوٹ کر لیں)

Word	INCORRECT	CORRECT
1. Advice.	Advices X	**Words of advice or pieces of advice.**
2. Poetry	Poetries X	**Poems or pieces of poetry.**
3. Mischief (شرارت)	Mischiefs X	**Acts of mischief**

4. Abuse	Abuses X	**Words of abuse**
5. Furniture	Furnitures X	**Articles of furniture.**
6. Information	Informations X	**Items of information.**
7. Trouble	Troubles X	**A great deal of trouble.**

Solved Examples

INCORRECT	CORRECT
1. He gave me many **abuses.**	He gave me many **words of abuse.**
2. Give me all **informations** that you have received.	Give me all items of **information** that you have received..
3. This room has ten **furnitures.**	This room has ten **articles of furniture.**
4. He did many **mischiefs.**	He did many **acts of mischief.**
5. Have you learnt the **alphabets.**	Have you learnt **the letters of alphabet.**
6. He was fond of **bad companies.**	He was fond of **bad company** or companions.

Collective Nouns used as Plural

Some nouns are singular in form but are plural in use.

بعض اسم دیکھنے میں واحد معلوم ہوتے ہیں لیکن استعمال کرتے وقت ان کے ساتھ فعل جمع لگتا ہے۔

Cattle, people, Sheep, Gentry, Poultry, Public, Police, Committee, Vermin (کیڑے کوڑے), Folk, Clergy (پادری), Audience (حاضرین).

Very important Note:

Collective nouns **crew,(جہاز کا عملہ) family, team,** can take a singular or plural verb.

Singular: if we consider the word to mean a single group of or unit.

Singular:

1. Our team **is** the best of all.

یہاں پر **team** کا مطلب ہے کہ مختلف کھلاڑیوں کا مجموعہ۔ جن میں اتحاد اور نظم وضبط کی وجہ سے وحدت کا تاثر ابھرتا ہے۔ یعنی 11 کھلاڑی ایک ہونے کا تاثر دیتے ہیں۔ جیسا کہ **Pakistan cricket team**۔

Plural:

2. Our teams **are** wearning their new jerseys.

3. My family **are** very angry with me. (Correct) علیحدہ علیحدہ کھلاڑیوں کی طرف اشارہ ہے۔

The average family **has** 4 members. (اگر ایک ہی خاندان مراد ہو)

Solved Examples

INCORRECT	CORRECT
1. These **cattles** are mine.	These cattle **are** mine.
2. This cattle is mine.	This **cow** is mine or these cattle are mine.
3. The vermin (کیڑے مکوڑے) **is** swarming.	The vermin **are** swarming. **(P.U. 2001)**
4. The old folk has gone.	The old folk **have** gone.

Note: But a collective noun takes a **singular verb** when the collection is thought of **as a whole** and **plural verb** when the **individuals are thought** of.

نوٹ: اسم جمع جب اکائی کی حیثیت سے استعمال ہو تو فعل واحد استعمال کریں۔ اگر اسم جمع سے مراد علیحدہ علیحدہ افعال یا مقاصد ہوں تو اسے بطور جمع استعمال کریں۔ یعنی اس کے ساتھ فعل جمع لگائیں۔ مثلاً:

INCORRECT	CORRECT
1. The committee **is** divided on the issue.	The committee **are** divided on the issue.
2. The committee **have** decided the issue.	The committee **has** decided the issue.
3. The jury (ججوں کا مجموعہ) have decided the case in his favour.	The jury **has** decided the case in his favour.

فقرہ نمبر ۱ میں **Committee** کا لفظ بطور جمع استعمال ہوا ہے کیوں کہ کمیٹی کے افراد میں اختلاف کی بنا پر مسئلہ حل نہیں ہوا۔ پہلے فقرے میں کمیٹی کے افراد علیحدہ علیحدہ رائے رکھتے ہیں۔ جب کہ دوسرے فقرے میں لفظ کمیٹی کو وحدت کے طور پر استعمال کیا گیا ہے۔ کیوں کہ یہاں ان تمام افراد نے مل کر یعنی ایک ہو کر مسئلہ حل کر لیا ہے۔ فقرہ نمبر ۳ میں فعل جمع استعمال کیا گیا ہے۔ جب کہ دوسرے فقرے میں وحدت کے تاثر کی بنا پر فعل واحد استعمال کیا گیا ہے۔

نوٹ: جب لفظ **People** کو قوم کے مفہوم میں لکھا جائے تو اس کی جمع **Peoples** ہو گی۔

Nouns with the same form in Singular or Plural

6. There are some nouns which have the same form for the plural as for the singular.

مندرجہ ذیل اسم واحد اور جمع ایک ہی شکل میں آتے ہیں۔ یعنی ان الفاظ کی جمع نہیں بنتی۔ ان کے ساتھ فعل واحد اور جمع لفظ کی مطابقت کے ساتھ آتے ہیں۔

Name of animals	Name of numbers	Weight
1. Deer.	Yoke (of oxen) (بیلوں کی جوڑی)	Stone (weight) وزن کا پیمانہ۔ جو عموماً چودہ پونڈ کا ہوتا ہے۔ یا 6.35 کلوگرام
2. Sheep	Brace (of birds) (پرندوں کا جوڑا)	Hundred (weight) ۱۱۲ پونڈ وزن کا پیمانہ یا 50.8 کلوگرام
3. Fish	Hundred	
	Thousand, dozen.	

(1). This deer, these deer. (are both correct)
(2). This sheep, These sheep. (are both correct)
(3). That fish, those fish. (are both correct)
(4). Nine brace of birds. (نو پرندوں کے جوڑے) (Correct)
(5). Four yoke of oxen. (Correct)
(6). He weighs ten stone and a half. (Correct)

1. The sheep **is** eating grass	The sheep **are** eating grass.
2. He hunted two deers in one shot. **(Sargodha 2012)**	He hunted two deer in one shot.
3. A series of lectures **were** delivered.	A series of lectures **was** delivered.
4. A pair of shoes **are** lost.	A pair of shoes **is** lost.

7. The following nouns are used singular when preceded by any numerical quantity but may be used in plural when not preceded by any numerical quantity.

مندرجہ ذیل الفاظ کے ساتھ اگر عدد لگا ہو یا تعداد کا ذکر ہو تو یہ واحد رہتے ہیں لیکن اگر ان کے ساتھ عدد نہ لگایا جائے تو یہ جمع استعمال ہوتے ہیں۔

Head (راس تعداد) Pair, Brace (جوڑا), Gross (گرس) Yoke (بیلوں کی جوڑی), foot, Dozen (درجن)

(Score, Hundred, Thousand, Stone (وزن کا پیمانہ۔ جو عموماً چودہ پونڈ کا ہوتا ہے)

Solved Examples

INCORRECT	CORRECT
1. I have **five heads** of cattle.	I have **five head** of catle.
2. He bought **two dozens** of eggs.	He bought **two dozen** of eggs.
3. He bought **two pairs** of shoes.	He bought **two pair** of shoes.
4. I saw **two braces** of pigeons.	I saw **two brace** of pigeons.
5. **Hundred** of people have gathered to see the match.	**Hundreds** of people have gathered to see the match.

لفظ **hundred** بغیر کسی عدد کے آیا ہے۔ اس لئے اس کی جمع بن سکتی ہے۔ اگر تین سو لکھنا ہو تو **Three hundred** لکھیں گے۔ جب کہ **Three hundreds** لکھنا غلط ہے۔

8. Some nouns, which take the plural form at ordinary times retain the singular form to express some specific quantity or number.

بعض اسم جو عام حالات میں جمع شکل میں ہوتے ہیں لیکن جب یہ کسی خاص مقدار یا تعداد کو ظاہر کریں تو واحد استعمال ہوتے ہیں۔

INCORRECT	CORRECT
1. He gave me **a ten rupees note.**	He gave me a **ten rupee note.**
2. I shall bring **three feet rule.** (پیمانہ)	I shall bring a **three foot rule.**
3. He had **forty heads** of cattle.	He had **forty head** of cattle.
5. I like a **six years** old horse.	I like a **six year old** horse.

9. An amount + a singular verb.

After an **amount of money, a distance, a weight or length of time,** we normally use a **singular verb.**

INCORRECT	CORRECT
1. Eight pounds seem a fair price.	Eight pounds **seems** a fair price.
2. A hundred meters **are** not far to swim.	**A hundred meters is** not far to swim.
3. Ninety kilos **are too** heavy for me to left.	Ninety kilos **is** too heavy for me to lift.
4. Five minutes **do not** seem long to wait.	Five minutes **does not** seem long to wait.

10. We use plural nouns, verbs and pronouns with **'a number o'f, 'a group of'.**

A number of many friends are planning a holiday together. (Correct)

After the expression one **of my/his/her,** we use a plural noun and a singular verb.

one of my / his/ her وغیرہ کے بعد جمع **Noun** اور واحد **Verb** آتا ہے۔

One of my **friends are** coming to see me. (Incorrect)

One of my **friends is** coming to see me. (Correct)

Check- list

About Some Nouns.

Nouns	Use
1. Summons (عدالتی بلاوا)	Always singular, a summons
2. Gallows (پھانسی کا پھندا)	Always singular, a gallows.
3. Innings	Always singular, an innings
4. News	Always singular
5. Alms (خیرات)	Always plural
6. Riches (دولت)	Always plural
7. Means (وسائل)	Always plural. Have you the means to support your wife?
Means (ذریعہ، طریقہ)	Singular The quickest means of travel is by air.
8. Thanks, particulars	Always plural.
9. Vermin	Always plural.
10. Folk	Always plural.
11. Gentry (شرفا)	Always plural.
12. Wages (مزدوری)	Mostly singular but sometimes plural.
13. Whereabouts. (نشان، پتہ)	Always singular.
14. Work	Always singular when refers to job, task, or assignment.
15. Works	Plural, when it refers to writtenwork of some author.
16. A number of	always plural
17. One of my / his / her	Noun plural, verb singular

EXERCISE 3

Errors Based on Part II

Nouns & Verbs

Correct the following sentences.

1. Riches has wings. (دولت کے پر ہوتے ہیں، یعنی دولت ایک عارضی شے ہے۔)
2. The news are not true. **(P.U. 2015)**
3. He bought five dozens eggs.
4. There are lying ten furnitures in your room.
5. He gave many abuses to his friend. **(P.U. 2008 Supple)**
6. Give me some clothings.
7. He did many mischiefs.
8. This house is built of bricks and stones.
9. The sceneries of Kashmir are very charming.
10. He gave me a ten rupees note. **(Sargodha 2014)**
11. He gave me many advices.
12. He learnt the alphabets (حروف تہجی)before he could read.
13. The vermin (کیڑے)is swarming. **(P.U 2002)**
14. These cattles are mine.
15. His hairs have turned grey. **(P.U. 2006 group I)**
16. He ran three hundred meters race. **(P.U. 2007 groupI I)**
17. The child died at three year old. **(P.U. 2010)**
18. Every citizen should use their vote. **(Sargodha 2012)**

EXERCISE 4

Correct the following sentences.

1. Six miles are a long distance.
2. Alms (خیرات) is being given to the poor. **(P.U. 20110)**
3. Poetries have their appeal to the heart. **P.U. 2008)**
4. The wages (مزدوری، معاوضہ)of sin are death. **(P.U. 20110)**
5. Many a soldier lost their life in war. **(P.U. 2008 Supple)**
6. The gentry (شرفاء)was also present in the function.
7. His weight is five stones.
8. She bought some stationeries from the bazar.
9. I take pain over my work.
10. He has lost his trouser.
11. Please, give me a scissor.
12. I shall go to Murree during the summer vacations.
13. This poultry belongs to him. **P.U. 2008. Group.II**
14. Three parts of the business are left for me to do.
15. His whereabouts are not known. **(P.U. 2001 Group-I)**
16. He gave me many advices. **(Gujrat 2011), (P.U. 2016), (P.U. 2018)**
17. They have read many poetries. **(Gujrat 2011)**

Part-III (a)

Some Important Nouns Explained

۱۔ لفظ Fruit کی حیثیت:

Fruit کو عام طور پر واحد کے طور پر استعمال کرتے ہیں۔ اگر مختلف قسم کے پھل مراد ہوں تب بھی یہ لفظ واحد آتا ہے۔ البتہ اگر fruit کے معنی پھل کے علاوہ ہوں تو ہم اسے بطور جمع استعمال کر سکتے ہیں۔ مثلاً

1. He served me with **fruit.**
2. He reaped the **fruits** of his labour.

دوسرے فقرے میں fruit کو جمع بنایا گیا ہے۔ لیکن اس کا مطلب پھل نہیں بلکہ نتائج اور ثمرات ہیں۔

۲۔ لفظ People کی حیثیت:

People کا لفظ ہمیشہ جمع کے طور پر استعمال ہوتا ہے۔

1. The **people** have come to see the match.

لفظ Peoples سے مراد قوموں اور نسلوں کے لوگ ہیں۔

2. The **peoples** of the world suffer from poverty.

۳۔ لفظ Work کی حیثیت:

Work means occupation / employment, a job.

Work عام طور پر واحد کے طور پر استعمال ہوتا ہے۔ جب یہ واحد کے طور پر آئے تو اس سے مراد کوئی کام یا Assignment ہوتا ہے۔ مثلاً

1. He is looking **for work.**
2. I have **much work** to do.

البتہ اگر اسے جمع بنا کر استعمال کریں تو اس سے مراد کسی مصنف یا موسیقار یا کسی فن کار کے فن پارے ہوتا ہے۔ مثلاً

1. The **works** of Shakespeare.

Works: (a) the activity involved in building something on a large scale; **engineering works, irrigation works, road works.**
(b) a building or group of buildings in which goods are produced in large quantity; **iron works, gas works, cement works.**

۴۔ لفظ Room کا استعمال:

کسی چیز یا جگہ پر بیٹھنے، کھڑا ہونے یا کچھ رکھنے کی گنجائش کو ظاہر کرنے کیلئے لفظ Room استعمال ہوتا ہے۔ place نہیں مثلاً

1. There is **no place** in this compartment. (Incorrect)
   There is **no room** in this compartment. (Correct)

۵۔ لفظ Family Member کی حیثیت:

Family member یا **Staff member** غلط انگریزی ہے۔ اہل زبان اس کی بجائے **member of the family** یا
member of the staff لکھتے ہیں۔

Part-III (b)

The use of Modifiers:

جن اسموں کی ہم گنتی کر سکتے ہیں ان کے ساتھ عام طور پر مندرجہ ذیل Modifiers استعمال کرتے ہیں۔

Few, Fewer, Many, A lot of , Some, Several, Plenty of

1. There are **a few** books on the table.

کتابیں **countable noun** ہیں۔

2. We have **a lot of** cakes in the almarah.
3. He broke **several** glasses.

A lot of, Plenty جن اسموں کو ہم گن نہیں سکتے مثلاً **Milk, Sugar, water, Smoke, Noise** وغیرہ ان کے ساتھ ہم
of, Less, Much, A little وغیرہ **Modifiers** لگاتے ہیں۔

1. The boys make **a lot of** noise.
2. He has very **little** experience in teaching.
3. **How much** milk do you drink daily?

6. **Means:** (ذریعہ طریقہ) always singular

This means of transport **save** energy. (Incorrect)

This means of transport **saves** energy.(Correct) ✓

Means:resources (وسائل) (Always plural)

His means to support his children **is** limited. (Incorrect)

HIs means to support his children **are** limited. (Correct)✓

Means اگر طریقہ یا ذریعہ کے طور پر استعمال ہوا ہو تو فعل واحد لگائیں۔ اگر اس کے معنی وسائل کے ہوں تو فعل جمع لگائیں۔

7. **Pain** (درد).

I have got a sharp pain in my back. (correct) ✓

Pains (محنت مشقت)

I took **great pains** to pass the examination.

Part-IV

Common Pitfalls in the use of Nouns.

1. This house is built of **bricks and stones.** (Incorrect)
   This house is built of brick and stone. (Correct) ✓

اگر گھر بنانے میں اینٹوں اور پتھروں کو استعمال کیا جائے تو ہم انہیں **brick** اور **stone** یعنی واحد لکھیں گے۔ البتہ اگر انہیں علیحدہ طور پر استعمال کریں تو جمع لکھتے ہیں۔

He found many **stones** on the way.

Stone (پتھر) اور **Brick** (اینٹ) کی جمع صورت بھی یہی ہے۔ البتہ **Brick** کی جمع **Bricks** بھی استعمال ہوتی ہے۔

2. The officer passed **order** against him. (Incorrect)
   The officer passed **orders** against him. (Correct)

انگریزی میں **Order** کا لفظ ہمیشہ **Orders** کے طور پر استعمال ہوتا ہے۔ اگر فعل کے طور پر استعمال ہو تو ہم اس کے ساتھ کوئی **Preposition** نہیں لگاتے۔

(a) He issued **order** for his promotion. (Incorrect)
He issued **orders** for his promotion. (Correct)
(b) His ordered **for** a glass of water. (Incorrect)
He **ordered** a galss of water. (Correct)
(c) Put your **sign** here. (Incorrect)
Put your **signature** here. (Correct)

Put فعل ہے۔ اس کے ساتھ لفظ sign نہیں آ سکتا۔ کیونکہ وہ بھی فعل ہے اس کے ساتھ Noun لگائیں جو کہ Signature ہے۔

(a) She cooks **a hot meals** in the evening. (Incorrect)
She cooks **a hot meal** in the evening. (Correct)

(b) The whole family meets at meal. (Incorrect)
The whole family meets at **meals.** (Correct)

Meal سے مراد ایک وقت میں جتنی خوراک کھائی جائے۔
Meals مل کر جو کھانا کھایا جائے اسے Meals کہتے ہیں۔

7. Punjab exports **grains** and cotton. (Incorrect)
Punjab exports **grain** and cotton. (Correct) grain کی جمع نہیں ہوتی

8. I saw three **females.** (Incorrect)
I saw three **women or ladies.** (Correct)
female سے مراد 'مادہ' ہے جو کہ پرندوں اور جانوروں کا بھی ہو سکتا ہے۔ جب کے فقرے سے ظاہر ہوتا ہے۔ کہ یہاں پر مراد خواتین ہیں۔

9. Give me some **blotting.** (Incorrect)
Give me some **blotting paper**(سیاہی چوس). (Correct)
Blotting غلط طور پر استعمال ہوتا ہے۔ یہ کوئی اسم نہیں ہے۔ صحیح اسم **blotting paper** ہوتا ہے۔

10. We have **many works** to do. (Incorrect)
We have **much work** to do. (Correct)
یہاں **work** سے مراد کوئی کام یا **Assignment** ہے۔ اس لئے اس کی جمع نہیں بن سکتی۔

11. He is true **to words.** (Incorrect)
He is true **to word.** (Correct)
صحیح **True to word, idiom** ہے جس کا مطلب ہوتا ہے، وعدے کا پابند۔

12. I enjoy seasonal **vegetable.** (Incorrect)
I enjoy seasonal **vegetables**. (Correct)
سبزی کے لئے **vegetables** استعمال ہوتا ہے چاہے ایک سبزی ہو۔

13. His father is in the **custom department.** (Incorrect)
His father is in the **customs department**. (Correct)
یہاں پر **Customs** صحیح لفظ ہے جب کہ **Custom** کا مطلب ہے رواج جو کہ غلط ہے۔

14. He established old traditions(پرانی روایات) to establish new ones in their places. (Incorrect)
He established old traditions to establish new ones in their place. (Correct)
یہاں پر **place** کی جمع نہیں بنائی جا سکتی۔

15. I am **out of sort** today. (Incorrect)
I am **out of sorts** today. (Correct)
Sort کا مطلب ہوتا ہے قسم لیکن کسی کی طبیعت کی خرابی کے لئے ہمیشہ **out of sorts** استعمال ہوتا ہے۔

EXERCISE 5

Errors Based on Part III & IV

Correct the following sentences.

1. Her means to support her children is small.
2. The fruit of his labour were rewarded.
3. He served us with delicious fruits.
4. The work of Keats hold an important place in the history of literature.
5. There is no place in this compartment. **(P.U. 2017)**
6. He passed order for the uplift (ترقی) of education.
7. He gave me many abuses. **(P.U. 2016 G-II)**
8. He bought five dozen eggs.**(P.U. 2016 G-II)**
9. Please, put your sign here.
10. He is true to his words.
11. He has opened a saving account in the bank.
12. He prefers vegetable to meat.
13. He took meal with the members of family.
14. Please give me some blotting.
15. The sceneries of Kashmir are wonderful.
16. His hairs are brown. **(P.U. 2012)**

EXERCISE 6

Based on Errors of Noun & Verb

نوٹ: **Hints:** فقرہ نمبر ۱ تا فقرہ نمبر ۶ میں اسموں کے ساتھ لگے ہوئے 's' کو ختم کر دیں۔ فقرہ نمبر ۷ تا فقرہ نمبر ۱۴ میں اسموں (Nouns) کے ساتھ 's' لگائیں۔

Correct the following sentences.

1. All the **equipments** is still serviceable.
2. Twelve **aircrafts** took part in the fly-past.
3. Examples of the required **informations** are given.
4. They could hear **laughters** coming from the next room.
5. The soldiers should be in **uniforms** by eight in the morning. (uniform is usually used as count noun when preceded by articles and determiners)
6. We won the match by an inning. **(P.U. 2017 G-II)**
7. He was chained in **iron.**
8. Please, submit the **return** of population as soon as possible.
9. We won the match by an **inning.**
10. He received the **tiding** of his father's death all at once.
11. Baber is classified as a dignified ruler in the **"annal"** of history.
12. **Billiard** is a game of skill and technique.
13. **Measle** is a bad disease.
14. He is well versed in **gymnastic.**

15. He fixed a **gallow** for the criminal. **(P.U. 2016 G-II)**
16. She has no **ground** for divorce.
17. She always takes **pain** to speak well.
18. Now-a-day not many people smoke.
19. Do not **make friend** with bad boys.
20. **Plastic** is an important branch of chemistry.

EXERCISE 7

Agreement of Noun with Verb (Mixed)

Correct the following sentences.

1. None of us want too many holidays.
2. The cause of the earthquakes are not known.
3. Not a line of the lectures were written. **P.U. 2010 Group-II**
4. None of our employees are incompetent in their job.
5. Hamid is one of those experienced accountants who never fails to spot an error.
6. The soldier, along with his commanders enter the prohibited area.
7. Two third of their stock were gutted (آگ لگ گئی)by fire.
8. It is the location, not the building, that appeal to me.
9. Ulysses is one of the most interesting books that has ever been written.
10. Mr. Aslam with his wife and children live here. **(Sargodha 2014)**
11. Either the thieves or the informer (جاسوس) are telling a lie.
12. Either he or I are right. **(P.U. 2018)**
13. The cost of all these articles have risen.
14. Two and two makes four.
15. Bread and butter are wholesome food.
16. Fifty rupees are a large sum. **(Gujrat 2014)**
17. The long and short of the matter are that he is blind.
18. His politics is progressing.
19. Saleem and I am friends. **P.U. 2009 Group-I**
20. He is fond of bad companies.

Some common pitfalls in the use of nouns

1. Give me some blotting.
   Give me some **blotting paper.**
   Blotting کے لفظ کا کوئی مفہوم نہیں۔ البتہ **blotting paper** سے مراد ایسا کاغذ جو سیاہی چوس لیتا ہے۔
2. There is no place in this compartment.
   There is **no room** in this compartment.
   Place کسی بھی **open** جگہ کیلئے استعمال ہوتا ہے۔ **room** کا مطلب گنجائش ہوتا ہے۔ اس ڈبے میں مزید لوگوں کے بیٹھنے کی گنجائش
   نہیں۔ اردو میں ہم گنجائش کیلئے غلط طور پر جگہ کا لفظ استعمال کرتے ہیں۔
3. Let's buy a bread for dinner.
   Let's buy **some** bread for dinner.

bread ایک **uncountable noun** ہے۔ اس کے ساتھ **a, an** نہیں لگاتے۔

4. I ate **some** pizza for lunch. (correct) **Countable noun.**

I ordered **a** pizza for lunch. (correct) **Uncountable noun.**

لفظ **pizza** **uncountable noun** کے طور پر بھی استعمال ہوتا ہے۔ اور **countable noun** کے طور پر بھی۔

5. I bought **a new** clothes today. (Incorrect)

I bought **some** new clothes today. (Correct)

clothes اپنی ہیت کے اعتبار سے جمع ہے۔ اس کا واحد نہیں ہوتا۔

6. My new clothes looks great. (Incorrect)

My new clothes look great. (Correct)

I wore my **new cloth** to day. (Incorrect)

I wore my **new clothes** today. (Correct)

cloth اس مٹیریل کو کہتے ہیں جس سے کپڑا بنتا ہے۔ **clothes** کی **singular form** نہیں ہوتی۔

I am feeling **out of sort.** (Incorrect)

I am feeling **out of sorts.** (Correct) ناسازی طبع کیلئے out of sorts لکھیں۔

I hate **these sorts** of men. (Incorrect)

I hate **this sort** of men. (Correct) sort واحد کے طور پر استعمال کریں۔

I am suffering from **sore throat.** (Incorrect)

I am suffering from **a sore throat.** (Correct)

(The names of illnessess are usually **uncountable** in English, including those ending in 's' (measles, mumps)

The words for some minor ailments are countable; e.g. **a cold, a sore throat, a headache;** However, *toothache, earache, stomach ache and back ache* are more often uncountable.

Check - list

(a) Always used in plural form یعنی ان الفاظ کے structure میں 's' ضرور آتا ہے۔ عام طور پر یہ الفاظ جمع فعل لیتے ہیں۔	riches, thanks, stocks, annals, tidings (خبر), surroundings, premises, proceeds, fetters (بیڑیاں), spectacles, alms, sorts , breaches (پتلون، پاجامہ), pantaloons , measles (خسرہ), billiards (کھیل), eatables, arms, bowels (انتڑیاں), trousers , goods, scissors (قینچی), tongs, valuables (قیمتی اشیاء), wages (مزدوری), stockings, mumps (کن پیڑے) **Use:** Where are my spectacles. Alms (خیرات) are offered to the beggar. Billiards is an interesting game. (یہاں پر فعل واحد آیا ہے)
Singular in use	Mathematics, Statistics, Physcis, Gymnastics, mechanics, gallows, news, innings, economics, summons, ethics, claoncs, politics, measles (خسرہ), mumps (کن پیڑے) **Use:** Mathematics is a difficult subject to understand. Physics is an exact science. Measles is a kind of disease.
Always Plural	**Collective Noun** gentry, mankind , police, cattle, people, vermin (کیڑے مکوڑے), poultry, clergy, peasantry, public, nation, folk, audience **Use:** The cattle **are** grazing in the field. Whose poultry are these?
Always singular	poetry, physics, scenery, cavalry, offspring, rich, issue, fuel, abuse, mischief, stationery, furniture, advice, hair, bedding, infantry, information, machinery, luggage **Use:** The scenery of Kashmir **is** very wonderful. The furniture in the office **was** damaged.
The same form in singular and plural	sheep, series, gross, fish, pair, thousand, appratus, hundred, deer, yoke, dozen

2. Errors in the Use of Pronouns

A Pronoun is a word used instead of Noun.

Nouns کی تکرار سے بچنے کے لئے ہم Pronoun استعمال کرتے ہیں۔

Every, Each, Those, These, This, That, They , She, He, We, I وغیرہ Pronouns ہیں۔

Classes of Pronouns:

1. **Personal pronouns:** (اسم ضمیر شخصی)
   I, We, You, He, She, They, His, Her, etc.
2. **Reflexive Pronouns:** (اسم ضمیر معکوس)
   Myself, Yourself, Himself, etc.
3. **Demonstrative Pronouns:** (اسم ضمیر اشارہ)
   This, That, Such, These, One, None
4. **Indefinite Pronouns:** (اسم ضمیر غیر معین)
   Some, Many, Any, All, Other, One.
5. **Relative Pronouns.** (اسم ضمیر موصول یا اضافی)
   Who, Which, That What, Whose etc
6. **Interrogative Pronouns:** (اسم ضمیر استفہامیہ)
   Who, Which, and What.
7. **Distributive Pronouns:** (اسم ضمیر تقسیمی)
   Each, Every, Either, Neither.
8. **Possessive Pronouns**
   mine, ours, yours, his/hers/ theirs
9. **Reciprocal Pronouns**
   each other, one another

Part I

Personal Pronouns:

1. I, We, You, He, She, They, It.

Personal Pronouns کی تین حالتیں ہوتی ہیں۔

فاعلی حالت **Nominative Case** یا **Subjective Form** یہ وہ حالت ہے جس میں کوئی **Pronoun** بطور فاعل استعمال ہو۔ (فاعل سے مراد۔ کام کرنے والا مثلاً:

He plays cricket. OR I took tea.

میں I اور **He** بطور **Pronoun** استعمال ہوئے ہیں۔ ان کو ہم **Pronoun** کی فاعلی حالت کہیں گے۔ مفعولی حالت Objective Case وہ حالت ہے جس میں کوئی **Pronoun** بطور مفعول استعمال ہوا ہو۔ یعنی اس پر کوئی کام واقع ہو۔ (مفعول وہ ہے جس پر کوئی کام ہو) مثلاً:

Aslam punished **me.**

اس فقرے میں **Aslam** فاعل ہے اور **me** مفعول ہے جوکہ **I** کی مفعولی حالت ہے۔

اضافی حالت **Possessive Case** وہ حالت ہے جس میں کوئی **Pronoun** کسی شخص، چیز یا جگہ کی ملکیت، قبضہ و تعلق ظاہر کرنے کے لئے استعمال ہوا ہو۔ **Your book, My pen, His house.**

Personal Pronouns (Table)

	Firs Person		Second Person		Third Person	
	Singular	Plural	Singular	Plural	Singular	Plural
Subject	I	we	you	you	he/she/it	they
Object	me	us	you	you	him/her/it	them
Possessive Adjective	my	our	your	your	his/her/its	their
Possessive Pronoun	mine	ours	yours	yours	his/hers	theirs
Reflective Pronoun	myself	ourselves	your self	your selves	himself/ herself/ itself	themselves

General Rules for the use of Personal pronouns

1. **Subject pronouns are used as subjects of sentences and object pronouns are used as objects.**

Pronoun کی فاعلی حالت کو فاعل کے طور پر استعمال کریں۔ اور مفعولی حالت کو مفعول کے طور پر

Saleem is my friend. **He** plays in the evening.

Saleem ایک noun ہے۔ دوسرے فقرے میں Saleem کیلئے Pronoun (he) استعمال کیا گیا ہے۔ جو فاعلی حالت میں ہے۔

Salma is my cousin. I know **her** well.

یہاں پر her سلمیٰ کیلئے استعمال کیا گیا ہے۔ جو کہ مفعولی حالت میں ہے۔

2. **Possessive adjectives** cannot stand alone, they are followed immediately by a noun.

Possessive Adjective کی noun کے بغیر استعمال نہیں ہوتے۔ Adj ہمیشہ Noun کی تعریف کرتے ہیں۔

1. His brother has come.   2. Your sister is absent.

فقرہ نمبر 1 اور 2 میں His اور Your کے بعد noun کا ہونا ضروری ہوتا ہے۔ یہ دونوں الفاظ کی Noun (brother اور sister) کی تعریف کرتے ہیں۔

Possessive pronouns can stand alone, they are not followed immediately by a noun.

Possessive Pronouns Noun کی تعریف کے بغیر استعمال ہو سکتے ہیں۔

a. This umbrella is **hers.**   b. **Yours** is not here.

Note: The forms '*yours, ours, hers, its* and *theirs*' have no apostrophe. The words '*your's our's her's* and *their's*' do not exist in English.

Incorrect	Correct
your's	yours
our's	ours
her's	hers
their's	their

The form **it's** is used as a contraction of (**it is** or **it has.**)

Incorrect	Correct
1. The cat has moved it's tail	The cat has moved **its** tail. (Possessive adjective)
2. It's been raining for two hours. (Contraction)	It **has been** raining for two hours.
Possessive Adj.	**Possessive Pronouns**
Nouns کے ساتھ آتے ہیں۔	Nouns کے بغیر آتے ہیں۔

(a) Common Errors in the use of Personal Pronouns

اسم ضمیر کی فاعلی اور مفعولی حالت کا استعمال

The use of subjective and objective form of pronous

The complement of the verb "to be" when is expressed by a pronoun should be in the subjective or nominative form.

فعل **To be** یعنی **Helping verbs** (Is, are, am, was, were, etc.) کے بعد ہمیشہ اسم ضمیر کی فاعلی حالت استعمال ہوگی۔ فقرے کے اندر اگر **helping verb** کے بعد **Pronoun** لگانا پڑ جائے تو اس کی فاعلی حالت لگائیں۔ فعل **to be** کے علاوہ ہر فعل کے بعد اسم ضمیر کی مفعولی حالت

I, We, You, He, She, They	فاعلی حالت
Me, Us, Your, Him, Her, Them	مفعولی حالت

INCORRECT	CORRECT
1. It is them	It is they.
2. It is them who are ill.	It is they who are ill.

2. When pronouns are used with **"than, or as"** to express comparison, usually we use the subjective form of pronoun. However at one or two places, we use the objective form of pronoun.

۲۔ مقابلہ کرنے کے لئے عام طور پر **Than** اور **As** استعمال ہوتے ہیں۔ اگر فقرے میں **Than** یا **As** پائے جائیں اور ان کے بعد **Pronoun** لگانا پڑے تو ایک دو مقامات کو چھوڑ کر ان کے بعد ہمیشہ ضمیر کی فاعلی حالت استعمال کریں۔

INCORRECT	CORRECT
1. I am taller than him.	I am taller then he **(is).**
2. I am as happy as him.	I am as happy as he.

پہلے فقرے میں **He, is** یا اکیلا **he** ہی ٹھیک ہے۔

مفعولی حالت کا استعمال:

3. The objective form of pronoun is used after 'Let and between'.

Let اور **Between** کے بعد جو **Pronouns** آئیں گے وہ اسم ضمیر کی مفعولی حالت میں آئیں گے۔

INCORRECT	CORRECT
1. Let you and I go there.	Let **you** and **me** go there.
2. Between you and I, he is a religious person;	Between **you** and **me,** he is a religious person;

4. If **both** and **all** are followed by **than,** we use the objective form of pronoun.

۴۔ اگر **Than** کے بعد **both** یا **all** استعمال کیا جائے تو اسم ضمیر کی مفعولی حالت استعمال ہوگی۔

INCORRECT	CORRECT
1. He is taller than both of we.	He is taller **than** both of us.
2. He is kinder than all of they.	He is kinder **than** all of them.

5. The objective form of pronoun is used after real verbs.

۵۔ حقیقی فعلوں کے بعد (یعنی **helping verb** کے علاوہ جو فعل ہوتے ہیں) مفعولی حالت استعمال کریں۔ یعنی ایسے فعل جن کی تین Forms بن سکتی ہیں اور ان سے کسی **action** کا ہونا ظاہر ہو۔

INCORRECT	CORRECT
1. He asked **I** a question.	He asked **me** a question.
2. He loves **I** more than his son.	He loves **me** more than his son.

More about Personal Pronouns

6. When two pronouns are connected with **"and"** and one of them is in the **first person (I.We)** it is given perference to all pronouns, while writing the object of the sentence. In the absenc of **'I and we,'** the second person is given preference.

۶۔ جب دو اسم ضمیروں کو **and** سے ملایا جائے اور ان دونوں میں سے ایک اسم ضمیر **I, we** ہو تو اس فقرے میں **object** لگاتے وقت **our** لگائیں۔ **Your** یا **Them** مت لگائیں۔ جب دو اسم ضمیروں کو **and** سے ملایا جائے اور ان دونوں میں سے ایک اسم ضمیر **you** ہو تو یعنی **I** یا **we** نہ ہو تو **object** لگاتے وقت ہم **your** لگائیں گے۔
مفعول لگاتے وقت 'I', 'we' کو ذہن میں رکھیں اور مفعول **our** لگائیں۔

INCORRECT	CORRECT
1. You and I have done **your** work.	You and I have done **our** work.
2. You and Arshad have wasted **their** time	You and Arshad have wasted **your** time.

یہاں پر **I, we** میں سے کوئی لفظ موجود نہیں ہے اس لیے ہم **you** کو **he** پر ترجیح دیں گے اور مفعول **your** لگائیں گے۔
فقرہ نمبر ۱ میں **I** کو **You** پر ترجیح دیں۔ یعنی فقرے کو ٹھیک کرتے وقت **Our** کو **Your** پر ترجیح دیں۔

7. Do not use apostrophe (') with **its** and yours.

۷۔ **Its** اور **Yours** پر **apostrophe** یعنی (') لگانا غلط ہوتا ہے۔

Your's sincerely. × (Incorrect)

Yours sincerely. ✓ (Correct)

8. The sequence of pronouns in a sentence is as follows:

کسی فقرے کے مختلف صیغوں کے اسم ضمیر کی ترتیب مندرجہ ذیل ہوگی۔

For good deeds: You, he, and I اچھے کام کے لیے **Socially approved deeds.**

For bad deeds: I, he, and you برے کام کے لیے

عام طور پر انگریز جب کسی قصور یا غلطی یا برائی کا اعتراف کرتا ہے تو وہ اپنے آپ کو یعنی (I) کو پہلے استعمال کرتا ہے۔ ورنہ **you** کو پہلے استعمال کرتا ہے۔ **He** ہمیشہ درمیان میں رہتا ہے۔

INCORRECT	CORRECT
1. I you and he went to say prayers.	**You, he** and **I** went to say prayers. (good deed)
2. You, he and I stole a book.	**I, he,** and **you** stole a book. (bad deed)

EXERCISE 8

Based on the use of subjective and objective form of pronoun

Hint: فاعلی حالت کے (1) Helping verb (is, are, am, was, were) وغیرہ کے ساتھ۔ (۲) than یا As کے بعد۔
1. Strong or real verbs, مفعولی حالت

جن فعلوں کی فارمیں بن جاتی ہیں۔

2. Let اور Between کے بعد
3. than بعد اگر all یا both آئے

(a) Correct the following sentences:

1. Let you and I go to the college.
2. He is taller than me.
3. He is as happy as me.
4. It is me.
5. It is them who are responsible for this deed.
6. He asked I a question.
7. He loves I more than his brother.
8. He is taller than all of we.
9. He is stronger than all of we.
10. Let you and I go to the river. **(P.U. 2017)**
11. It might have been him.
12. I like you better than him. **(P.U. 2001 Gp II)**
13. Let Sabiha and I go there. **(P.U. 2005 Gp II)**
14. Between you and I , he is a cheat. **(P.U. 2005 Gp II)** **(Gujrat 2011)**
15. If I were him, I would not do it. **P.U. 2008 Supple.**

More About Personal Pronouns

(b) 1. You and I are doing your duty.
2. You and he are doing their work.
3. Your's obediently.
4. It's value is eight thousand rupees.
5. I and you are brothers.
6. You, he and I broke into his house.
7. I and you have done their duty.
8. Abdullah has done their work. **(P.U. 2015)**
9. I and he are old class fellows.
10. You and I stole his pen.
11. I am her whom you want.
12. I, he and you are friends. **(Gujrat 2011)**

(ii) The formation of possessive case

A noun expresses its relation with the other noun in many forms. It may express **possession, family relations or other forms of links.** In order to indicate these relations, we use an apostrophe (') and (s) with the end of the noun of living things or **of** with inanimate things. (بے جان اشیاء)

ایک اسم (Noun) کے تعلق کو دوسرا اسم سے ظاہر کرنے کیلئے ہم مختلف طریقے استعمال کرتے ہیں۔ جاندار اشیاء کا ایک دوسرے سے تعلق ظاہر کرنے کیلئے ہم اس اسم کے آخر میں Apostrophe (') اور s لگاتے ہیں۔ اور بے جان اشیاء کے تعلق کیلئے ہم of کا استعمال کرتے ہیں۔ Apostrophe استعمال کرنے کے مختلف قوانین کو نیچے بیان کیا جاتا ہے۔

Apostrophe(') لگانے کا طریقہ

We put an apostrophe (') at the end of a singular noun and then put (s) and also on irregular plural nouns.

i. **at the end of singular noun.** ii. **on irregular plural nouns.**

ہم کسی واحد noun یا بے قاعدہ بنے والے جمع noun کے آخر میں (') اور (s) لگاتے ہیں۔

a. a girl's book b. a man's best friend c. women's clothes

Irregular Plurals سے مراد ایسے plural جو جمع بنانے کے معروف قاعدے سے نہ بنے ہوں۔ مثلاً woman کی جمع women ایک irregular جمع ہے۔ Regular قاعدہ یہ ہے کہ ہم boy کی جمع boys یعنی Noun کے ساتھ s لگا کر بناتے ہیں۔

If the plural ends in s, we use apostrophe after the final.

مثلاً **James' book**

واحد اسموں میں ہم اسم کے آخر میں apostrophe لگا کر s لگاتے ہیں۔ جب کہ plural nouns کے ساتھ عام طور پر s لگا کر بعد میں apostrophe لگاتے ہیں۔ فرق ملاحظہ کریں۔

(i) Salma's house (ii) The cow's tail

Noun سلمیٰ کے اوپر (') لگایا گیا ہے اور بعد ازاں $\boxed{s}$

b. Keats' Keats' Keats' poetry ✓

c. boy boys' Keats's poetry ✓

Noun چونکہ 's' پر ختم ہوتا ہے۔ اس لئے Noun کے ساتھ s لگا کر اوپر (') لگایا گیا ہے۔

Keats کے آخر میں s ہے۔ اس کے اوپر apostrophe لگائیں۔ اسی طرح جمع الفاظ (جو regular طریقے سے بنے ہوں۔ ان میں s کے اوپر apostrophe لگائیں۔

Although we call this form the possessive 's', we add 's to the end of nouns and noun phrases to express a number of relationships as well as possession.

a. **Possession: -**	Salma's house
b. **Family relationship**	Salma's cousin
c. **Parts of the body**	the patient's legs
d. **Creation**	Einstein's theory
e. **Places**	Asia's largest capital cities
f. Time	Two days' holidays

جمع لفظ میں s کے بعد apostrophe لگایا گیا ہے۔

g. Category Children's shoes

جمع لفظ s کے بغیر ہے۔ اس لئے apostrophe noun کے آخر میں لگایا گیا ہے۔

۱۔ اگر کوئی noun جاندار شے کو ظاہر کرے تو اس Noun کے ساتھ s لگا کر اوپر apostrophe یعنی comma (') لگائیں۔ مثلاً

INCORRECT	CORRECT
1. Book of Hamid.	**Hamid's book.**
2. Car of my father.	**My father's car.**
3. The tail of the cat.	**The cat's tail.**

2. **When a singular noun ends in 's' only, only an apostrophe (') is used to show possession especially in older and foreign words.**

۲۔ اگر کسی واحد اسم کے آخر میں پہلے سے 's' ہو تو بعض اوقات s نہیں لگاتے۔ لیکن s لگانے کا رواج زیادہ ہے۔ صرف **apostrophe** یعنی (') کا اضافہ کریں۔ عام طور پر پرانے اور غیر ملکی ناموں کے ساتھ۔

CORRECT	CORRECT
1. Socrates's ideas ✓	**Socrates' ideas ✓ (better)**
2. Keats's poetry ✓	**Keats' poetry ✓ (better)**

Both forms are correct.

But the use of 's' with apostrophe (') is also common and popular with some grammarians.

بعض اہل زبان 's' پر ختم ہونے والے واحد الفاظ کے ساتھ **apostrophe** کے ساتھ 's' بھی لگاتے ہیں۔ مثلاً

Tess's family, Keats's poetry, Dickens's novels. (Correct)

اس کا مطلب یہ نکلا کہ واحد اسم کے آخر میں s ہو تو صرف **apostrophe** لگانا بھی صحیح ہے۔ s کا اضافہ کر کے **apostrophe** لگانا بھی صحیح ہے۔

۳۔ اگر کوئی اسم جمع ہو تو **Noun** کے آخر میں **apostrophe** لگا کر s لگائیں۔

INCORRECT	CORRECT
1. Children game.	**Children's game.**
2. Men college.	**Men's college.**

The possessive of the plural nouns ending with s is formed by adding only an apostrophe.

اگر کوئی **Noun** s لگا کر جمع بنایا گیا ہو تو صرف **apostrophe** لگائیں۔ یعنی **Noun** کے ساتھ

INCORRECT	CORRECT
Boy's hostel	**Boys' hostel**
Horses's tails	**Horses' tails**

Apostrophe لگانے کا Table

واحد یا ایسے جمع اسم جو غیر معروف طریقے سے بنے ہوں۔	**Noun** کے اوپر **apostrophe** لگا کر s کا اضافہ کریں۔	**Khalid's purse** **Cat's paw, Women's clothes**
واحد اسم یا جمع اسم جو 's' پر ختم ہوں	صرف s کے اوپر **apostrophe** لگائیں۔	**James' house, Dickens' novels.** **The boys' hostel.**

4. If the owners of a thing are many but ownership is collective add 's' to the last one

۴۔ جب کسی ایک چیز کے مالک مشترکہ طور پر کئی لوگ ہوں تو 's' آخری مالک کے ساتھ لگائیں۔

Akram's, Aslam's and Hamid's house. (Incorrect)

Akram, Aslam and **Hamid's** house. (Correct)

If they are indicated separately add ''s' to every one

جب کسی چیز کے مالک علیحدہ علیحدہ مختلف اشخاص ہوں تو ہر ایک کے ساتھ s لگا کر مالک کے نام کے اوپر (') لگائیں۔

Akbar, Aslam and Hamid's house. (Incorrect) ✓

Akbar's, Aslam's and Hamid's house. (Correct)

۵۔ اگر کوئی Noun دو یا زیادہ لفظوں سے مل کر بنا ہو تو آخری لفظ کے آخر پر apostrophe لگائیں۔ اور بعد ازاں (s)۔

INCORRECT	CORRECT
1. My father's in law's house.	My father in **law's** house.
2. Governor's general's power.	Governor **general's** power.

۶۔ جب کسی بے جان چیز کو جاندار بنا دیا جائے یعنی **Personify** کر دیا جائے تو Noun کے آخر میں apostrophe لگا کر s لگائیں۔

1. **At death's door.** (موت کے دروازے پر)
2. **At duty's call.** (فرض کا بلاوا)
3. **Fortune's favourite.** (قسمت کا دھنی)
4. **Nature's law.** (فطرت کا قانون)
5. **Sorrow's tears.** (غم کے آنسو)

7. Nouns denoting **time, space** and **weight.**

۷۔ وقت، فاصلہ یا وزن ظاہر کرنے والے **nouns** کے ساتھ **apostrophe** لگا کر s لگائیں۔ اگرچہ یہ بے جان اشیاء ہیں۔

Time: A day's journey, a month's holidays.
Three week's leaves, a year's absence.

Space: A boat's length, a hand's breadth, A hair's breadth,
A razor's edge, a stone's throw, a needle's point.

Weight: A pound's weight, a ton's weight.

INCORRECT	CORRECT
1. He got holidays of a month.	He got a **month's** holidays.
2. Her house is situated at a throw of stone.	His house is situated at a **stone's** throw.
3. He lost sugar worth **weight of a pound.**	He lost sugar worth a **pound's weight.**

8. In certain **phrases the use of apostrophe** is allowed. The **phrases** consist of nouns signifying certain dignified **objects.**

۸۔ Phrases میں Apostrophe کا لگانا درست قرار دیا گیا ہے۔

1. **The court's decree.** عدالت کا حکم

The sun's rays. سورج کی شعاعیں

3. The moon's beams	چاند کی شعاعیں
4. Nature's work.	فطرت کا کام
5. The earth's creature.	زمین کی مخلوق
6. The soul's delight.	روح کی مسرت
7. Heaven's will.	اللہ کی مرضی
8. The law's delay.	قانونی تاخیر
9. Truth's triumph.	سچ کی فتح
10. The ocean's roar.	سمندر کی گرج
11. The river's bank.	دریا کا کنارہ
12. The country's good.	ملک کی بھلائی

The apostrophe is also used in a few familiar phrases, in which it has been retained for the sake of **shortness**

1. **Out of harm's way.**
2. **At his wit's end.**
3. **For mercy's sake.**
4. **Heart's content.**
5. **The ship's passengers.**
6. **The boat's end.**

9. The possessive form is used with **expression of time,** such as: **Second, minute, hour, day, night, week, fortnight, month, year.**

A day's work, Today's paper, A week's holiday, Two years' pay.

In expression of money + worth:

رقم کو ظاہر کرنے کے لئے رقم کے ساتھ **Apostrophe** لگا کر 's' لگائیں۔ جب کہ اس کے ساتھ worth کا لفظ لگا ہو۔ مثلاً:

A shilling's worth of sugar.

One rupee's worth of pepper. (کالی مرچ)

10. Write the names of buildings such as **church / house / college / school / shops / hospital / theatre.** (**Use apostrophe with** $\boxed{s}$

Example: I shall go to my aunt's (house)

I was educated at Oxford's (University)

She was married at St.Paul's (Church)

Double possessive

The term '**double**' possessive applies to nouns that indicate possession in a two fold way; **first,** by the use of a preposition **of** and secondly by the addition of the apostrophe and the letter'**s**'.

Double possession میں **of** کا استعمال بھی ہوتا ہے۔ اور s لگا کر (') **apostrophe** کا بھی۔

INCORRECT	CORRECT
1. My brother's secretary's wife died yesterday.	The wife **of** my brother's secretary died yesterday.
2. One of the passenger's wives was killed in the accident.	The **wife of** one of passengers was killed in an accident.

No Apostrophe is used

1. The words **his, hers, its, ours, mine, yours, theirs.** They are possessive but
   never written with an apostrophe.

مندرجہ بالا الفاظ Apostrophe کے بغیر درست ہوتے ہیں۔

Your's obediently. (Incorrect)
Yours obediently. (Correct)

2. The words **cathedral, house, school, shop** are often omitted after possessive case.
   - a. I met him at my **uncle's** (house is omitted).
   - b. I shall see him at the **tailor's** (shop is omitted)
   - c. He met his father at the religious ceremony at **St. Paul's.** (گرجے کا نام)
3. The letter 's' is omitted in a few words where too many hissing sounds come together.

's' کو ان تمام **Phrases** کے ساتھ مت لگائیں۔ جن کی آواز میں تکرار ہو۔ ایسی **Phrases** میں **sake** کا لفظ استعمال ہوتا ہے۔

1. For conscience's sake. (Incorrect) for **conscience'** sake. (Correct)
2. For goodness's sake. (Incorrect) for **goodness'** sake. (Correct)
3. For peace's sake. (Incorrect) for **peace'** sake (Correct)
4. For justice's sake (Incorrect) for justice' sake (Correct)

How to show possession of inanimate things

2. **Possession of inanimate things.** (بے جان اشیا کی ملکیت ظاہر کرنا)

When the possessor is a lifeless or inanimate thing **'of'** is placed before the object.

1-Legs of the table. (میز کی ٹانگیں)
2- The roof a house
3- The heat of the sun
4- Walls of the town. (شہر کی دیواریں)

Sometimes both forms of the possessive can be used

1. The boy's name / the name of the boy
2. Pakistan's foreign policy/ the foreign policy of Pakistan
3. A woman's life / the life of a woman
4. The earth's gravity/ the gravity of earth
5. The govrnment decision/ the decision of the Government

There are certain well known combinations which do not take a possessive case. The first **Noun is used as a sort of Adjective.**

This is often done to indicate the possession of something.

بعض اوقات دو اسموں کو جوڑ کر **Possessive Case** کے بغیر ہی لکھ دیا جاتا ہے۔ مثلاً:

INCORRECT	CORRECT
1. The door of hall.	**Hall door.** کمرے کا دروازہ
2. The table of dining room.	**The dining room table.** کھانے کے میز کا ٹیبل
3. Lamp of the street.	**The street lamp.** سٹریٹ کا لیمپ
4. The sink of kitchen.	**The kitchen sink.** سنک

With Name of Towns:

5. Transport of London.	**London transport.**
6. Cathedral of Newyork.	**Newyork cathedral.**

With Connection of Time:

7. Sports of winter.	**Winter sports.**
8. Fever of spring.	**Spring fever.**
9. Fog of November (نومبر کی دھند)	**November fog.**
10. Dinner of Sunday.	**Sunday Dinner.**
11. Party of Birthday.	**Birthday party.**

To Indicate the use of Clothes, Equipment, Vehicles:

12. Shoes of tennis.	**Tennis shoes.**
13. Ground of Football.	**Football Ground.**
14. Polish of the shoes.	**Shoe polish.**
15. Cup of Coffee.	**Coffee cup.**

Some ways in which these combinations are used

1. Second noun is the part of the first.
   College library, Church bell, Garden gate, Picture frame
2. The first noun can indicate the place of the second. (to show place)
   City street, Corner shop, Country lane, Street market
3. The first noun can indicate the time of the second. (to show time)
   Summer holiday, Sunday paper, November fog, Spring flowers
4. The first noun can state the material of which the second is made
   Steel door, Rope ladder, Gold medal, Stone wall.

5. The first noun also can state the power / fuel used to operate the second.
   Gas fire, Petrol engine, Oil stove
6. The first word can indicate the purpose of the second.
   Coffee cup, Reading lamp, Notice board, Chess Board, Football ground
7. Work areas such as factory, farm, mine can be preceded by the name of article produced.

   Fish farm, Gold mine, Oil rig

In these **compounds**, the first word gives information about the **second.** It is like an adjective. It can say the following things about the second.

1. What it is for (مقصد کو ظاہر کرے)	**coffee cup, reading lamp, tin opener**
2. What is about? (کس شے سے متعلق ہے)	**detective story, telephone bill**
3. What it is a part of (کس چیز کا حصہ ہے)	**shop window, college library**
4. Where it is (کہاں واقع ہے)	**city street, country lane, corner shop**
5. When it is (کب یہ واقع ہوا، وقت کو ظاہر کرتا)	**summer holidays, Sunday paper**
6. What it is made of (یہ کس شے بنا ہے)	**steel door, stone wall, rope ladder**
7. What it produces (یہ کیا پیدا کرتا ہے)	**fish farm, car factory**
8. What power fuel it uses (یہ کس قسم کے فیول کو استعمال کرتا ہے)	**gas fire, petrol engine , oil stove**

(b) Errors in the use of possessive Case.

INCORRECT	CORRECT
1. The **table's** legs are old.	The **legs of** table are old.
2. The books of Hamid are lying on the table.	**Hamid's books** are lying on the table.
3. Your's sincerely.	**Yours** sincerely.
4. The shoes of tennis are old.	The **tennis shoes** are old.
5. There is not girls's college in the town.	There is not **girls'** college in town.
6. This news has appeared in the paper of today.	This news has appeared in the today's paper.
7. Where sports of winter are played?	Where **winter sports** are played?

EXERCISE 9

Errors based on the Use of possessive Case

Correct the following:

1. What is this book's price?
2. The table's legs are weak and broken.
3. He stole my brother's Aslam's watch.
4. This is my sister's the doctor's house.
5. For goodness sake, leave me alone. **(P.U. 2006)**

6. The house's roof has been shaken by earthquake.
7. My son in law father's came to see me.
8. Your's sincerely.
9. I am yours humble servant.
10. My brother's only help were his friend. **P.U. 2009.**
11. Where have you placed my shoes of tennis.
12. Have you heard about your son's robbery. **P.U. 2008**
13. The holidays of summer begin from Monday.
14. The transport of Lahore is very expensive.
15. What have you poured into the cup of coffee.
16. This is my brother's Saleem's watch.
17. The houses' windows have been painted red. **(Gujrat 2011)**

III- The use of distributive Pronoun.

Distributive pronouns are pronouns referring to each individual of a class, not the class collectively. They are **each,** every, **either and neither.**

Distributive Pronouns سے مراد ایسے Pronouns ہوتے ہیں۔ جو کسی گروپ، گروہ یا کلاس کے کسی فرد کی طرف اشارہ کریں۔ نہ کہ اس گروہ یا کلاس کی طرف۔

Each, Either, Neither, None, One, refers to persons, or things one at a time and should be followed by a **singular verb** and a **singular object** (Pronoun)

۱۔ **Each, Every, Either, Neither, None, One** کا فاعل کے طور پر اگر آئیں تو ان کے ساتھ فعل واحد لگائیں اور مفعول بھی واحد

Each اور Every کا فرق

Each: Can be used to talk about two or more people or things.

دو میں ہر ایک یا زیادہ میں ہر ایک (علیحدہ علیحدہ)

She had a child holding to each hand.

Every: is normally used to talk about **three** or more.

تین یا زیادہ میں سے ہر ایک کی طرف اشارہ کرنے کیلئے۔

Difference:

In many cases, both **each** and **every** can be used without much difference. But we prefer **each,** when we are thinking of people or things **separately,** one at a time. Every is more common when we are thinking of people or things to gether, in a group.

Each person in turn went to see the doctor. ہر ایک علیحدہ علیحدہ

He gave **every** patient the same medicine.

ہر ایک کو ایک جیسی دوا دی۔

INCORRECT	CORRECT
1. Each flower **smell** sweet.	Each flower **smells** sweet.
2. Every one know that earth is round.	Every one **knows** that earth is round.

The difference of "Either (دو میں سے ایک یا کوئی) and any " (تین یا زیادہ میں سے ایک یا کوئی)

Either is used to indicate **each one out ot two** and "Any" **each one out of three** or more.

۱۱۔ Either دو اشخاص یا اشیاء میں سے ہر ایک یا کوئی کے لئے استعمال ہوتا ہے۔ جب کہ any تین یا اس سے زیادہ اشخاص میں سے ایک یا کوئی کے لئے استعمال ہوتا ہے۔ مثلاً:

Either of the two boys stole the books. ان دو لڑکوں میں سے کسی ایک نے کتاب چوری کی۔

Any of the three boys stole the books. ان تین لڑکوں میں سے کسی ایک نے کتاب چوری کی۔

INCORRECT	CORRECT
1. Either of the three boys **have** done this.	Any of the three boys **has** done this.
2. Any of the two boys have written a story.	Either of the two boys **has** written a story.

Difference of Neither and None

Neither اور None کا فرق

Neither means nobody **out of two** and none means **nobody out of three** or more.

Neither کا مطلب ہے کہ دو میں سے کوئی بھی نہیں جب کہ None سے مراد ہے تین یا زیادہ میں سے کوئی بھی نہیں۔ مثلاً:

Neither of the **three boys** have gone. (Incorrect)

None of the **three boys has** gone out of the room. (Correct)

None فاعل کے طور پر آئے تو عام طور پر فاعل واحد لگائیں۔ لیکن بعض اوقات None کے ساتھ فاعل جمع بھی ہوتا ہے۔

None have gone away yet.

اہم بات

Neither, Either, Every, Each اور **none** جب فاعل کے طور آئیں تو مندرجہ ذیل باتوں کا خیال رکھیں۔

۱۔ یہ تمام الفاظ واحد ہوتے ہیں۔ اس لئے ان کے ساتھ فعل واحد آئے گا۔

۲۔ مفعول بھی واحد ہوگا۔

۳۔ گنتی کو چیک کر لیں۔ یعنی Either دو کے لئے۔ Any دو سے زیادہ کے لئے جب کہ neither دو کے لئے، اور None دو سے زیادہ کے لئے

دو سے زیادہ کے لئے	دو کے لئے
None	Neither
Any	Either
Every	Each

یادداشت: سب کے ساتھ فعل واحد لگائیں اور مفعول بھی واحد۔

(b) Errors in the Use of Indefinite Pronouns

اسم ضمیر غیر متعین

We use indefinite pronouns for people or things without saying exactly what they are. The indefinite pronouns are the following:-

anybody	everybody	nobody	somebody
anyone	everyone	no one	someone
any thing	everything	nothing	something

Note: No one is written as two words. Sometimes a hypen is used. (no-one)

INCORRECT	CORRECT
Either of the three clerks **have got their** pay.	**Any** of the three clerks **has got his** pay.
2. Neither of the three boys **have** got back **their** ticket.	None of the **three boys has** got back **his** ticket.
3. One must **do his** duty.	One must do **one's** duty.

One کے بعد ہمیشہ One's لگائیں۔

Reciprocal Pronouns

A pronoun used to talk about mutual relationship is known as reciprocal pronoun.

Each other

Each **other** should be used in speaking of two persons or things, **One another** is speaking of more than two things.

Each Other دو اشخاص یا اشیاء کے لئے استعمال ہوتا ہے جب کہ one another دو سے زیادہ اشخاص یا اشیاء کے لئے۔

INCORRECT	CORRECT
1. The two brothers hated **one another.**	The two brothers hated **each other.**
2. People should love **each other.**	People should love **one another.**

EXERCISE 10

(c) Based on the use of Indefinite and Distributive Pronouns

Hints: **None, Neither, Either, Every, Each.**

جب فاعل کے طور پر آئیں تو ان کے ساتھ فعل واحد لگائیں اور مفعول بھی واحد (یعنی His) one کے ساتھ one's object لگائیں۔

دو کے لئے	دو سے زیادہ کے لئے
1. Between	**Among**
2. Each other	**One another**
3. Either	**Any**
4. Neither	**None**

Correct the following Sentences:

1. Distribute these mangoes between the three brothers.
2. Naseem and Perveen loved one another.
3. Either of the five players are in the ground.
4. None of the two girls have committed this sin.
5. Any one of two boys have written this story. **(P.U. 2017)**
6. None of the two brothers is intelligent. **(P.U. 2014)**
7. Each of the boys gives their own version of incident. **(P.U. 2000)**
8. Each of these girls have read their books.
9. We all did not go there. **(P.U. 2014)**

10. One can learn his lesson if he applies his mind to it. **(P.U. 2005)**
11. One should take care of his health. **(P.U. 2016)**
12. None of those two students has won the scholarship. **P.U. 2008 Supple**
13. She encouraged neither of the three lovers.
14. One must not boast of his success. **(P.U. 2000)**
15. He was taller than either of the three brothers.
16. One should keep his promise. **(Gujrat 2013, P.U 2011, 2015)**
17. Every one that see you love you.
18. Neither of the two sisters got the prize they expected.
19. Either of the two houses are to let. **(P.U. 2011)**
20. These two boys hate one another. **P.U. 2009**

d- The Use of Relative and Reflexive Pronouns

اسم ضمیر موصولی

Who, Whom, Which, That , Whose, etc.

A relative pronoun refers to some noun going before it.

ایک **relative Pronoun** کسی ایسے **noun** کی تعریف کرتا ہے جو اس سے پہلے فقرے میں استعمال ہوا ہو۔ مثلاً:

This is the book which I want to buy.

اس فقرے میں **Relative Pronoun, Which** ہے اور یہ **book, noun** جو اس سے پہلے آ رہا ہے کی تعریف کرتا ہے۔

The Use of who, whom and whose

Whom, Who دونوں ہی اشخاص کی طرف اشارہ کرتے ہیں۔

(a). The woman who lives next door is doctor.

Who- is the subejct.

Sometimes who / that/ which is the object of the verb.

بعض اوقات **who** کسی فعل کا **object** ہوتا ہے اور ہم **whom** کی جگہ **who** لگاتے ہیں۔

(b) The woman **who** I wanted to see was away on holiday.

Who- is the object

I - is the subject.

Who ایسے **noun** کی طرف اشارہ کرتا ہے جو فاعل کے طور پر استعمال ہوا ہو۔

(c) **Whom** is possible instead of **who** when it is the object of verb. The woman **whom** I wanted to see was away.

(d) We can also use **whom** with a preposition **(to whom, from, whom, with whom).** The people **with whom** I work are very nice.

Who اور **Whom** کے استعمال میں یہ بات یاد رکھنی چاہیے کہ دونوں الفاظ بعض فقروں میں ادل بدل کر کے لکھے جا سکتے ہیں لیکن زیادہ ملحوظ رہے یہ ہے کہ **Formal English** میں یعنی تحریر شدہ انگریزی میں **whom** لکھا جاتا ہے۔ جب کہ **Spoken English** میں **who** کو **prefer** کیا جاتا ہے۔

a. The woman **who** I wanted to see was away on holiday. þ**(Formal English)**

b. The woman **whom** I wanted to see was away on holiday. þ **(Spoken English)**

دونوں درست ہیں۔ **(a)** تحریری شدہ انگلش میں **(b)Spoken** انگلش میں

The man **whom** I saw was tall.

اس فقرے میں I فاعل ہے۔ **The man** مفعول ہے۔ اس لئے مفعول کی طرف اشارہ کرنے کے لئے ہم **Whom** کو استعمال کرتے ہیں

Whose عام طور پر کسی شخص یا چیز کی ملکیت کو ظاہر کرنے کے لئے استعمال ہوتا ہے۔

This is the boy **whose** leg is fractured.

Which بے جان اشیاء، جانوروں یا کیڑے مکوڑوں کی طرف اشارہ کرنے کے لئے استعمال کیا جاتا ہے۔

i. My friend has a dog **which** is good at hunting.
ii. Giv me the book **which** is lying on the table.

پہلے فقرے میں لفظ **which**، **a dog** کی طرف اشارہ کر رہا ہے۔ اور دوسرے فقرے میں لفظ **Which**، **book** کی طرف اشارہ کر رہا ہے۔

That اشخاص اشیاء اور جانوروں کے لئے استعمال کرتے ہیں۔

1. The cow that I bought yesterday died.
2. The boy that stole my pencil is absent.

Summary:

Which: جانوروں، پرندوں، کیڑے مکوڑوں اور بے جان چیزوں کی طرف اشارہ کرتا ہے۔
Who: اشخاص کے لئے جب وہ فاعل کے طور فقرے میں استعمال ہوں۔
Whom: اشخاص کے لئے، جب وہ مفعول کے طور پر فقرے میں استعمال ہوں۔
Whose:- عام طور پر اشخاص کیلئے۔ ملکیت ظاہر کرنے کیلئے

(F) Common errors in the use of Relative Pronoun:

18. The relative pronouns agree with the antecedent (پہلے آنے والے) in number and person.

۱۸۔ **Relative Pronouns** سے پہلے جو لفظ آئے، فعل اس کے مطابق آتا ہے۔

INCORRECT	CORRECT
1. It is **I who is** to blame.	It is **I who am** to blame.
2. It is **they who is** ill.	It is **they who are** ill.

Relative Pronoun, Who ہے۔ اس سے پہلے **I** آیا ہے۔ I کے بعد **am** لگایا جاتا ہے۔

3. This is the bird **who** sings.	This is the bird **which** sings.

اس فقرے میں پرندے کی طرف اشارہ ہے۔ اس لئے **Which** کا لفظ استعمال ہوا ہے۔

4. **Who** do you want to see.	**Whom** do you want to see.

فاعل کی طرف اشارہ ہو تو **Who** لگائیں۔ مفعول کی طرف اشارہ ہو تو **Whom** لگائیں۔

You - subject

You want to see somebody. (Object)

Object کی طرف اشارہ ہے۔ جسے آپ ملنا چاہتے ہیں وہ شخص مفعول ہے۔ اسے ظاہر کرنے کیلئے تحریری زبان میں **whom** لگائیں۔

5. I bought a pen for two hundred rupees **which** is brown.	I bought a pen **which** is brown for two hundred rupees.

The Use of That

That کا استعمال

19. That is used for persons, things, and lower animals. It is used in the Nominative case (فاعلی حالت) but it is not used in possessive case. (اضافی حالت)

1. The buffalow **who** was bought yesterday ran away. (Incorrect)
   The buffalow **that** was bought yesterday ran away. (Correct)

That is used

(a) When s superlative dagree is placed before the antecedent.

INCORRECT	CORRECT
1. He is **the most intelligent** boy **who** I had ever seen.	He is the most intelligent boy **that** I had ever seen.

جب **Relative Pronoun** سے پہلے **Superlative Degree** آ جائے۔

(b) When the antecedent has numeral adjective qualifying it.

1. The fourth boy **who** wears a red coat, is my cousin. (Incorrect)
   The fourth boy **that** wears a red coat, is my cousin. (Correct)

(c) Use "that" after all, only and any.

(1) All that glitters is not gold.

All, Only اور **any** کے بعد **that** لگائیں۔

Relative Pronoun استعمال کرنے میں احتیاط:

Relative pronouns استعمال کرتے وقت اس بات کی احتیاط کریں کہ **Who, which** یا **that** ان الفاظ کے قریب لگائیں جن کی یہ تعریف کرتے ہیں۔ یا جن کی طرف یہ اشارہ کرتے ہیں۔

I want a teacher for my son **who** is fifty. (Incorrect)
I want a teacher **who** is fifty for my son. (Correct)

اس فقرے میں **Teacher** کی طرف اشارہ ہے۔ **teacher** کی عمر پچاس سال ہے نہ کہ لڑکے کی۔ اس لیے **Who**، **Teacher** کے ساتھ آئے گا نہ کہ لڑکے کے ساتھ۔

He sold the horse for five hundred rupees which is bought yesterday. (Incorrect)

اس فقرے میں گھوڑے کے ساتھ **Which** لگائیں نہ کہ **five hundred** کے ساتھ۔ کیوں کہ اس نے گھوڑا بیچا ہے نہ کہ پانچ سو روپے نے گھوڑا بیچا ہے۔

He sold the horse **which** he bought yesterday, for five hundred rupees. (Correct)

VI- The Use of reflexive Pronoun. (اسم ضمیر معکوس)

A reflexive pronoun is a pronoun that refers back to the subject. Reflexive Pronouns are used to denote the turning of the action upon the doer. They are commonly used to refer to action, where the subject and object are the same person. They are formed by adding 'self' to my, your, him, her etc.

۱۔ یہ Pronouns جملے میں Object مفعول کے طور پر استعمال ہوتے ہیں لیکن جملے کے Subject کی عکاسی کرتے ہیں۔ دوسرے لفظوں میں فاعل اور مفعول ایک ہی ہوتے ہیں۔ یہ Pronouns کبھی subject کے طور پر استعمال نہیں ہوتے۔

۲۔ بعض اوقات جملے کو زیادہ زوردار بنانے کے لئے Subject کے فوراً بعد Reflexive Pronoun کا اضافہ کر دیا جاتا ہے۔

1. I my self went there. میں بذاتِ خود وہاں گیا۔
2. She **herself** asked me not to smoke.

Reflexive Pronouns:

	Singular	Plural	
I	**myself**	We	**ourselves** (not ourselfs)
You	**yourself**	your	yourselves (not your selfs)
		They	**themselves** (not theirselves or themselfs)
He	**himself**		
She	**herself**		
One	**oneself**		
It	**itself**		

The following verbs immediately take the **reflexive pronouns** after them.

مندرجہ ذیل فعلوں کے بعد ضمیر معکوس (**Reflexive Pronoun**) آتا ہے جو فقرے کے فاعل کے مطابق ہوتا ہے۔

(1). **Avail** موقع سے فائدہ اٹھانا
(2) **Absent** غیر حاضر ہونا
(3) **Avenge** بری ہونا
(4) **Enjoy** لطف اندوز ہونا
(5) **Exert**
(6) **Make**
(7) **Help**
(8) **Acquit** ا۔ بری ہونا، بخوبی سرانجام دینا

To do something well, specially something difficult

INCORRECT	CORRECT
1. I did not **avail** of the opportunity.	1. I did not avail **myself** of the opportunity.
2. Let us enjoy.	2. Let us enjoy **ourselves**.
3. Please **help** to sandwiches.	3. Please **help yourself** to sandwiches.
4. He **avenged** on the king.	4. He avenged **himself** on the king.
5. He had fallen down the stairs and injured.	5. He had fallen down the stairs and injured **himself**.
6. Acquit well in that situation.	Acquit **yourself** well in that situation.

نوٹ: فعل **enjoy** کے بعد **object** دیا گیا ہو تو **Reflexive Pronoun** استعمال نہیں ہوتا۔ یعنی جس چیز کو ہم enjoy کرتے ہیں۔ اس کا ذکر کیا گیا ہے۔ تو پھر **Reflexive Pronoun** استعمال نہیں کرتے۔

1. He enjoyed **himself** the match. (Incorrect)
   He enjoyed the match. (Correct)

Reflexive Pronouns:

I	**my self**	we	ourselves	you	**yourself**
He	**himself**	she	herself	they	**themselves**

No Reflexive Pronoun, Please

Hide, Qualify, Enlist, Keep, Feel, Relax, مندرجہ ذیل Verbs کے بعد Reflexive مت لگائیں۔
Wash, Dress, Specialize, Resign, Sha

INCORRECT	CORRECT
1. He soon, began to feel **himself** better.	He soon began to **feel better.**
2. The king hid **himself** in the cave.	The king hid in the cave.
3. He **qualified himself** as a typist.	He **qualified** as a typist.
4. He enlisted **himself** in the army.	He **enlisted** in the army.
5. He shaved **himself** in the morning.	He **shaved** in the morning.

EXERCISE 11

Errors based on the use of Relative & Reflexive pronouns

Relative Pronouns: Who, Whom, Which, Whose

Correct the following sentences

Based on the use of reflexive and relative pronouns

1. Whom do you suspect has done the mischief.
2. This is the camera who I bought yesterday.
3. It is I who is the blame.**(P.U. 2017)**
4. It is you who has done it. **(Gujrat 2015)**
5. He enjoyed a lot. **(P.U. 2015)**
6. This is the woman who seek my help.
7. The boy who was promoted, he was my brother. **(P.U. 2007), (P.U. 2016)**
8. They went to the fair and enjoyed. **(P.U. 2013)**
9. Who do you want to see? **(P.U. 2005)**
10. I want to buy a car for my son which is red in colour.
11. I sold the horse for three thousand rupees which I bought yesterday.
12. She acquitted well in the examination. **P.U. 2008 Supple.**
13. The boy who works hard, he will win the contest. **(Sargodha 2012)**
14. He who work hard, succeed.
15. This is one of the best sellers that has been published this year. **(Gujrat 2010)**
16. The man was sentenced to death who has committed the murder. **(P.U. 2002 Group II)**
17. He availed of the opportunity. **P.U 2007, 2009, 2013, 2015, Sargodha 2014), (P.U. 2018)**
18. Salma is the woman which gave me courage to work. **(P.U. 2002)**
19. He is the one of those boys who has always worked hard.
20. He brought the articles to the market which he wanted to see. **(Gujrat 2011)**

(F) Common pitfalls in the use of pronouns:

1. He enjoyed **himself** good health. (Incorrect)
   He enjoyed good health. (Correct)
2. He enjoyed the match (Correct)

فقرہ نمبر 1 میں Verb، Enjoy کے فوراً بعد Object آتا ہے۔ یا Reflexive Pronoun۔ اس فقرے میں دونوں کو استعمال کیا گیا ہے جو کہ غلط ہے۔ Enjoy کے بعد مفعول دیا گیا ہو تو پھر Reflexive Pronoun کی ضرورت نہیں ہوتی۔ مثلاً:

1. He enjoyed the match.

فقرے میں مفعول دیا گیا ہے۔ اس لئے Reflexive Pronoun کی ضرورت نہیں۔

2. I am **your's** sincerely. (Incorrect) I am **yours** sincerely. (Correct)

یہاں apostrophe کا لگانا غلط ہے۔ کیا ہم His, Her یا Their کے ساتھ 's' لگا کر Apostrophe لگاتے ہیں۔ اگر نہیں تو پھر Your کے ساتھ کیوں لگایا جائے۔

3. Both did not go. (Incorrect)

اگر دو آدمی مل کر کام کریں تو both لگائیں۔ اگر دونوں میں سے کوئی بھی کام نہ کرے تو neither لگائیں۔

Both the friends read the book. (Correct)

دونوں دوستوں نے کتاب پڑھی۔

لیکن اگر دونوں میں سے کسی نے بھی کتاب نہ پڑھی ہو تو پھر Neither لگائیں۔

Neither of two friends read the book. (Correct)

4. Here is my cup, please fill. (Incorrect)
   Here is my cup, please **fill it.**
   Personal and Demonstrative Pronouns should not be omitted after **transitive verbs.**

اس فقرے میں Pronoun غیر حاضر ہے۔ "it" cup کی طرف اشارہ کرتا ہے۔ اگر کسی شخص کی طرف اشارہ کرنا مقصود ہو تو 'him' لگائیں۔

- There is a person outside the college office. Shall I **call.** (Incorrect)
  There is s person outside the college office. Shall I **call him.** (Correct)

5. The man who was arrested, **he** was my brother. (Incorrect)
   The man who was arrested, **was** my brother. (Correct)

اس فقرے میں دوبار He لکھنا غلط ہے۔ کیوں کہ فقرے میں Subject ایک ہی دفعہ لکھا جاتا ہے۔

6. Your separation distresses (تکلیف دینا)her. (Incorrect)
   Your separation from her distresses her.

جدائی ہمیشہ کسی چیز یا شخص سے ہوتی ہے۔ جس کا فقرے میں کوئی ذکر نہیں۔

7. He made **your** mention. (Incorrect)
   He made a **mention of you.** (Correct)

اس فقرے میں Expression کی غلطی ہے۔

8. I and **my uncle** are going to college.
   My **uncle** and I are going to college. (Correct)

اہل زبان I, we کو عام طور پر دوسرے Pronouns کے ساتھ لکھتے وقت بعد میں لکھتے ہیں البتہ کسی ناپسندیدہ کام میں I, we کو پہلے لکھتے ہیں۔

9. **My horse** and **yours** are both lame. (Incorrect)
   Your horse and **mine** are both lame. (Correct)
10. I always shave myself before breakfast.
    I always **shave** before breakfast.
    Do not use **wash yourself, dress yourself,** when you mention the simple things that people do as part of their duty routine.

EXERCISE 12

Mixed Exercise in the use of Pronoun

Correct the following sentences.

1. I am wiser than him.
2. One must do his duty. **(P.U. 2016 G-II)**
3. Neither of two sisters got the prize they expected.
4. One of the boy is absent.
5. You and Hamid have done their work.
6. I want a teacher for my son who is over sixty.
7. Who did you see in the hotel.
8. I did not know who you mean.
9. They did their duty should be rewarded. **P.U. 2008 Supple.**
10. He was the man whom they thought was dead.
11. She is older than me.
12. Every boy and every girl should love their country.
13. None remain to tell me the story of her sufferings.
14. I and he are brothers.
15. The girl who was promoted, she was my fiance. **P.U. 2008**
16. Your pen is in my suit case. Shall I bring.
17. It is I who is to blame.
18. I and Saleem are going to Lahore.
19. There is no love lost between you and he.
20. I do not like he beating about the bush.
    (The possessive case is used when **'ing' form** is used as a Noun and as a Gerund)
    Gerund (اسم) (Noun سے پہلے **Possessive** (ضمیر) **(his, our, my** وغیرہ لگائیں۔

EXERCISE 13

Revision of Errors in the use of Pronouns

Advanced Exercise

Correct the following sentences:

1. Every one present here have the right to express their opinion.
2. The boy is here, shall I call?
3. Since the judges selected only one winner, neither Aslam nor me won the prize.
4. Whom is responsible for this act.
5. This my coat is old.
6. Is he married? Yes I think.
7. Mary likes classical music and often listens to them at home.
8. The man who was arrested, he was my brother.
9. Have you a pencil? I have not got.
10. We all did not go. **(P.U. 2014)**
11. I and my friend decided to go shopping last Sunday.
12. It is not easy to translate ideas into English and then write it down.
13. My younger sister, wants to be an accountant, who is very good at mathematics.
14. He is one of those writers who amuses the readers.
15. Who are your talking about, him or me.
16. This is mine house.
17. This is hers pen.
18. He deserves more than her.
19. If I were him, I would not obey.
20. A student who I taught is now an officer.

Check - list

In the Use of Pronoun

1. Each, every, either, neither	ہمیشہ Singular فعل لیتے ہیں۔ object بھی ہمیشہ singular ہوتا ہے یعنی Her, His یا its وغیرہ۔
2. Between Among	دو کے درمیان دو سے زیادہ کے درمیان
3. Each other, One another	دو شخصوں کے درمیان آپس میں دو سے زیادہ کے درمیان آپس میں
4. Apostrophe لگائیں۔ 5. Apostrophe مت لگائیں	اشخاص اور جاندار اشیاء کی ملکیت کو ظاہر کرنے کے لئے، وزن، فاصلہ اور وقت کو ظاہر کرنے کے لئے۔ اور چند Phrases ساتھ نوٹ: بے جان چیزوں کی ملکیت ظاہر کرنے کے لئے of لگائیں۔ Yours کے ساتھ Apostrophe مت لگائیں۔
6. Pronoun کی فاعلی حالت Pronoun کی مفعولی حالت	Helping Verb کے بعد اور than یا as کے بعد لگائیں۔ Let اور Between اور اصل فعل کے بعد
7. Who, whom Which	اشخاص کی طرف اشارہ کرتے ہیں۔ Who فاعل کے لئے اور Whom مفعول کے لئے بے جان اشیاء اور جانوروں اور کیڑے مکوڑوں کے لئے
8. Reflexive Pronoun لگائیں	Enjoy, Absent, Enjoy, Avenge Amuse, Injure کیساتھ اگر فعل کے طور پر استعمال ہوں۔
9. Reflexive Pronoun مت لگائیں	Shave, Dress, Wash, Hide, Enlist, Qualify, Keep کے ساتھ Reflexive Pronoun مت لگائیں۔ Enjoy کے بعد اگر Object دیا گیا ہو۔ تو Reflexive Pronoun مت لگائیں۔
10. Both, Neither	Both جب دو اشخاص مل کر کام کریں۔ Neither جب دو میں سے کوئی بھی شخص کام نہ کرے۔
11. All None	جب سب لوگ مل کر کام کریں۔ جب دو سے زیادہ اشخاص میں سے کوئی بھی کام نہ کرے۔
12. Either, Any Neither None	فعل Singular لگائیں۔ دو کے لئے فعل Singular لگائیں۔ دو سے زیادہ کے لئے فعل Singular لگائیں دو کے لئے فعل Singular لگائیں۔ دو سے زیادہ کے لئے
13. Each Every, Either, Neither, None	کے بعد Object، His لگائیں
14. One	کے بعد Object, Ones لگائیں۔

3. Errors in the Use of Adjectives

کسی noun کی تعریف کرنے والے لفظ کو Adjective کہتے ہیں۔ مثلاً:

- Poor people, A beautiful girl, tall tree.

ان مثالوں میں تعریف کرنے والے الفاظ beautiful, tall اور poor اسم صفت Adjective ہیں۔

Adjective کی تین ڈگریاں ہوتی ہیں۔

پہلی ڈگری	دوسری ڈگری	تیسری ڈگری
Positive Degree	**Comparative Degree**	**Superlative Degree**
تفصیل نفسی	تفصیل بعض	تفصیل کل

ڈگری بنانے کا فارمولہ:

With most of one- syllable adjectives add '*er* and *est*'

جو اسم صفت بولنے میں ایک لہجے میں ادا ہو سکیں تو ان کی دوسری ڈگری بالعموم er لگا کر بنائیں۔ اور تیسری ڈگری est لگا کر

A:

پہلی ڈگری	دوسری ڈگری	تیسری ڈگری
Black	**Blacker**	**Blackest**
Hard	**Harder**	**Hardest**
Kind	**Kinder**	**Kindest**
Big	**Bigger**	**Biggest**

With most two- syllable adjectives use '*more* and *most*'

جو اسم صفت بولنے میں دو یا دو سے زائد لہجوں میں ادا ہوں ان کی دوسری ڈگری سے پہلے more اور تیسری ڈگری سے پہلے Most لگائیں۔

B:

پہلی ڈگری	دوسری ڈگری	تیسری ڈگری
Beautiful	**More beautiful**	**Most beautiful**
Please	**More pleased**	**Most pleased**
Charming	**More charming**	**Most charming**

Two - syallable adjectives ending in *y*, *ow*, and *er* usually add er '*est*'

جو اسم صفت بولنے میں دو لہجوں میں ادا ہوں اور وہ y, ow یا er پر ختم ہوں تو ان کے ساتھ er یا est ہی لگایا جاتا ہے۔

C:

پہلی ڈگری	دوسری ڈگری	تیسری ڈگری
busy	**busier**	**busiest (y is changed to i)**
happy	**happier**	**happiest**
pretty	**prettier**	**prettiest**
simple	**simpler**	**simplest**
gentle	**gentler**	**gentlest**
noble	**nobler**	**noblest**
narrow	**narrower**	**narrowest**
clever	**cleverer**	**cleverest**

With some two syallable adjective use 'er/est/ or more / most'

D:

پہلی ڈگری	دوسری ڈگری	تیسری ڈگری
common	commoner more common	commonest most common
handsome	handsomer more handsome	handsomest most handsome
friendly	friendlier more friendly	friendliest most friendly
Clever	cleverer more clever	cleverest most clever

(d) Irregular Comparisons

پہلی ڈگری	دوسری ڈگری	تیسری ڈگری
Bad, ill, Evil برا	**Worse** بدتر	**Worst** بدترین
Far, دور	**Farther** دورتر	**Farthest** دورترین
Fore پہلے	**Former** پہلے	**Foremost** سب سے پہلے
Good اچھا	**Better** بہتر	**Best** بہترین
Late دیر	**Later** زیادہ دیر سے	**Latest** تازہ، جدید
Late دیر	**Latter** جس کا ذکر بعد میں آئے	**Last**
Little چھوٹا	**Less** چھوٹا تر	**Least** چھوٹا ترین
Old بڑا	**Older, Elder**	**Oldest, Eldest**

پانچ الفاظ ایسے ہیں جو پہلی ڈگری میں **Adverb** ہوتے ہیں۔ لیکن دوسری اور تیسری ڈگری میں **Adjective** ہوتے ہیں۔

Fore (Movement)	**Further**	**Furthest**
In	**Inner**	**Innermost, Inmost**
Out	**Outer, Utter**	**Uttermost, Utmost**
Beneath	**Nether**	**Nethermost**
Up	**Upper**	**Uppermost**

Adjectives used in the Positive degree.

1. **The following adjectives are always, used in positive degree.**

مندرجہ ذیل **Adjectives** کو ہمیشہ **Positive degree** میں استعمال کیا جاتا ہے ان کی Comparative یا Superlative degree نہیں ہوتی۔

Exterior بیرونی, *Interior* اندرونی, *Minor* نابالغ, *Former* پہلے, *Major, Latter, Upper, Lower, Inner, Elder*

2. **Adjectives not used in the superlative degree.**

Perfect, Unique (بے مثل), *Universel* (عالمگیر), *Ideal, Chief, Excellent, Extreme, Worldwide*

3. **Adjectives used with 'to instead of than'**

Superior, Senior , Junior, Inferior, prefer, Prior (پہلے) , Elder

(B) Errors in the Use of Comparative Degree.

(a). *In comparative Degree, the Adjectives are followed* by **'than'.**

(b). One thing is compared with only one or two things.

(c). The degree should not be doubled.

ا۔ Comparative Degree میں than ضرور لگتا ہے۔

ب۔ ایک چیز کا مقابلہ ایک یا دو سے کریں۔

ج۔ ڈگری ڈبل نہیں ہونی چاہیے۔ یعنی Degree میں اگر er لگتا ہو تو more مت لگائیں۔

INCORRECT	CORRECT
He is more stronger than his brother.	He is **stronger** than his brother.

اس فقرے میں Double Degree لگائی گئی ہے۔ یعنی More بھی لگایا گیا ہے اور strong کی دوسری ڈگری بھی لگائی گئی ہے۔ اس لئے اس میں more ختم کر دیں۔

2. He is fatter from his friend.	He is fatter **than** his friend.

اس فقرے میں from کی بجائے than لگائیں۔ مقابلہ کرنے کے لئے Than لگاتے ہیں۔

3. He is taller than any boy in the class.	He is taller **than any other** boy in the class
4. He is taller **than all the boys** in the class.	He is taller **than all the other** boys in the class.

فقرہ نمبر 3 میں ڈگری Taller یعنی Comparative ہے۔ جو صحیح ہے۔ لفظ than مقابلے کیلئے آیا ہے۔ یہ بھی درست ہے۔ البتہ بعض اوقات ایک چیز کا مقابلہ ایک دوسری چیز سے کرتے وقت ہم any لگا دیتے ہیں۔ اگر ایسا ہو تو any کے ساتھ اپنے پاس سے other لگائیں۔ اب اس فقرے میں any other سے مراد ہر ایک ہوگا۔ یعنی وہ ہر ایک سے لمبا ہے۔ اس فقرے کو سمجھنے کیلئے مندرجہ ذیل Rule یاد رکھیں۔

When two things are compared, the compared thing must be excluded.

جب ہم دو اشیاء یا اشخاص کا مقابلہ کرتے ہیں تو مقابلے میں آنے والی شے کو باقی تمام اشیاء سے نکال دیا جاتا ہے۔

Mathematics is more useful than **any other** subject.

any کے ساتھ other کا لفظ کیوں لگایا گیا ہے۔ اگر ہم کہیں کہ

Mathematics is more useful than any subject.

تو لفظ Any سے مراد یہ ہوگا کہ تمام مضامین میں Mathematics بھی شامل ہوگا۔ حالانکہ ہم Mathematics کا دیگر مضامین سے مقابلہ کر رہے ہیں۔ اس لئے any کے ساتھ other لگا کر ہم Mathematics کو مقابلے سے خارج کر دیتے ہیں۔

نوٹ: لفظ Clever کی **Comparative Degree** Cleverer, ہے۔ یا More clever لکھی جا سکتی ہے۔

2. The following **comparatives** are used by **to** instead of **than.** Do not use more, or most, before them.

Use "to" with these words.

Senior, Junior, Inferior, Superior, Prefer(ترجیح دے)prior پہلے, elder

ا۔ مندرجہ بالا الفاظ کے ساتھ Than کی بجائے to لگائیں۔ اور ان سے پہلے More یا Most نہ لگائیں۔

Scanned with CamScanner

INCORRECT	CORRECT
1. He is **more senior than** I.	He is senior to me.
2. He prefers tea **than** milk.	He prefers **tea to** milk.
3. This event is **prior than** that.	This event is **prior to** that.
4. His pen is **superior than** mine.	His pen is **superior to** mine.

Compare like things

3. Comparison is done with the same species. If comparison is not done with the same species, use **"that of"** after, **'than'**.

مقابلہ ہمیشہ ہم جنس اشیاء میں کیا جاتا ہے۔ اور ان کی Quality ایک جیسی ہونی چاہیے۔ اگر ایسی صورت نہ ہو تو Than کے بعد That of لگائیں۔

INCORRECT	CORRECT
1. Iqbal's style is better than Hali.	Iqbal's style is better **than that of Hali.**

اس فقرے میں اقبال کے سٹائل کا مقابلہ حالی سے کیا گیا ہے جب کہ اقبال کے سٹائل کا مقابلہ حالی کے سٹائل سے کرنا چاہیے۔

2. The population of Karachi is greater than Lahore.	The population of Karachi is greater **than that** of Lahore.
3. Your pen is better **than me.**	Your pen is better **than that of mine.**

تمہارا قلم مجھ سے بہتر ہے۔ کیا قلم کا مقابلہ آدمی سے ہو سکتا ہے؟ اس لیے قلم کا مقابلہ قلم سے کریں۔

4. If **'any'** is used in the comparative degree add **'other'** to any.

۴۔ اگر **Comparative Degree** میں any ہو تو **any** کے ساتھ Other لگائیں۔

INCORRECT	CORRECT
1. He is taller **than any** man in the town.	He is taller than **any other** man in the town.
2. He is more intelligent **than any** boy in the school.	He is more intelligent than **any other** boy in the school.

5. **Comparative degree in the selective sense:** The definite article The

When the comparative degree is used in selective sense, the definite article 'the' is used.

بعض اوقات **comparative degree** خاص معنوں میں استعمال کی جاتی ہے۔ اسے پہلے **the** لگایا جاتا ہے۔

Salma is clever of the two sisters. (Incorrect)

Salma is **the** clever **of** the two sisters. (Correct)

EXERCISE 14 (a)

Errors in the use of Comparative Degree

1. He is more stronger than his brother.
2. The climate of Multan is better than Lahore. **(P.U. 2005)**
3. The population of Karachi is greater than any town in Pakistan. **(P.U. 2004 P.U. 2008)**
4. The scenery of Kashmir is more lovelier than Switzerland.
5. The streets of Lahore are more narrower than Islamabad.

6. A noble man prefers death than dishonour. **(P.U. 2003)**
7. He is senior than me in the length of service. **(P.U. 2015)**
8. She is more intelligent of the two. **(P.U. 2005 Group II)**
9. This is the shortest of the two routes. **(Sargodha 2013)**
10. I met him prior than his departure for Lahore. **(Gujrat 2011, P.U. 2006)**
11. This book is superior than that. **(P.U. 2014)**
12. Your work is better than mine work. **(Sargodha 2013)**
13. He is the strongest and most hard working of the clan. **(P.U. 2017)**
14. The poor is neglected. **(P.U. 2012)**

(C) Errors in the Use of Superlative Degree.

6. Superlative degree has the following characteristics:
(a) Degree must not be double.
(b) **'The'** must be used before ths superlative degree.
(c) **Of** is generally used after degree.
(d) The comparison is done with **three** or **more** persons or things.

(a) ڈگری ڈبل نہیں ہونی چاہیے۔ (b) ڈگری سے پہلے the لگائیں۔
(c) عام طور پر ڈگری کے بعد 'of' لگائیں۔ (d) ایک چیز کا مقابلہ تین یا زیادہ سے کریں۔

INCORRECT	CORRECT
1. This road is **the most** shortest of all.	This road is the **shortest** of all.
2. Iron is **the more** useful than all metals.	Iron is **the most useful of** all metals.
3. This was unkindest cut of all. یہ سب سے گہرا گھاؤ تھا۔	This was the **unkindest** cut of all.

7. When two adjectives refer to the same noun and one of the them is in the superlative degree, the other adjective should also be in the superlative degree.

جب کسی فقرے کے اندر دو اسم ہوں اور ایک Superlative Degree میں ہو تو دوسرے کو Superlative Degree لگائیں۔ دوسرے کے ساتھ the مت لگائیں۔ Superlative ڈگری سے پہلے the لگائیں۔

INCORRECT	CORRECT
1. He is the **strongest** and hardworking boy of the class.	He is **the strongest** and most hardworking boy of the class.
2. He is **the ablest** and rich man of the city.	He is the **ablest** and **richest** man of the city.

پہلا Adj یعنی Strongest, Superlative degree میں ہے۔ دوسرے کو بھی Superlative لگائیں لیکن The صرف پہلے کے ساتھ لگائیں۔

8. No Superlative Degree, Please

The superlative degree must not be used as if it were equivalent to the positive degree preceded by **'very.'**

اگر مقابلہ مقصود نہ ہو تو Superlative Degree مت لگائیں۔ Adjective کی پہلی ڈگری کے ساتھ Very لگا کر فقرہ درست کریں۔

INCORRECT	CORRECT
1. He **wrote** a best book.	He wrote **a very good book.**
3. He is **worst** scholar.	He is a very **bad** scholar.
4. You have a **clearest** style of writing.	You have **a very clear** style of writing.

An Important Note: The superlative with **'most'** is sometimes used when there is no idea of comparison, but merely a desire to indicate a quality in a very high degree.

بعض اوقات کسی شے کی اعلیٰ ترین صفت کو بیان کرنے کیلئے ہم most استعمال کرتے ہیں۔ لیکن ایسے فقروں میں مقابلہ نہیں پایا جاتا۔

1. This is **most** unfortunate.
2. This is a **most** wonderful sight.
3. **It was a most eloquent speech.** 4. **This novel is a best seller.**

Such use as this is known as **superlative** of **Eminence** or absolute superlative. In such case, **'the'** is not used with superlative degree.

9. **Do not use superlative Degree with the following adjectives:**
Perfect, Complete, Unique (بے مثل), Universal, Ideal (مثالی) Exemplary مثالی), Circular, Round, World wide, Excellent, Chief, Extreme.

INCORRECT	CORRECT
1. This is **the most perfect** method.	This is **a perfect** method.
2. She has **the most unique** memory.	She **has a** unique memory.
3. He dreamed of **the** most ideal society.	He dreamed **of an** ideal society.

EXERCISE 14 (b)

Errors in the use of Comparative and Superlative Degree

1. He is the most tallest boy of the class.
2. He is a most intelligent boy of our section.
3. Of all the girls, she is decidely the better.
4. You have written the most perfect story.
5. He enjoys the most world wide reputation. **P.U. 2007**
6. A darkest cloud has a silver lining. **P.U. 2010.**
7. She is more intelligent of the two. **(P.U. 2005 Group II)**
8. Khalid is more intelligent than the whole class. **(P.U.2002)**
9. She has the most perfect features. **(Gujrat 2010)**
10. This is a worth reading book. **(Sargodha 2014)**
11. The Taj Mahal Agra has the most world wide reputation.
12. This is the most shortest way to go. **(P.U. 2003)**
13. He is the wisest of the two. **(P.U. 2018)**
14. Of the two girls, she is decidely the best.
15. I wrote the most unique book on English grammar.
16. There is a best teacher in that class. **P.U. 2010**

(d) Pair of words in the use of Adjectives:

1. Some, Any (کچھ)

Some is used in the affirmative sentences while **Any** is used in the negative.

Some مثبت فقروں میں استعمال ہوتا ہے۔ جب کہ any منفی اور سوالیہ دونوں فقروں میں استعمال ہوتا ہے۔

INCORRECT	CORRECT
1. I did **not give** him some money.	I did not give him **any** money.
2. Bring me **any** water to drink.	Bring me **some** water to drink.
3. He has got no **any** book.	He has got **no** book. -OR- He has not **got any** book. No any غلط انگریزی ہے۔

2-Much, Many

Much denotes quantity. (مقدار میں زیادہ)

Many denotes number. (تعداد میں زیادہ)

Much سے مراد مقدار لی جاتی ہے۔ جب کہ Many سے مراد عدد یا تعداد ہے۔

INCORRECT	CORRECT
1. There is not **many** tea in the cup.	There is **not much** tea in the cup.
2. There are **much** boys in the class.	There are **many** boys in the class.

3. Beside, Besides:

Beside: by the side (قریب)

Besides: (مزید، علاوہ)

He is sitting **besides** me. (Incorrect)

He is sitting **beside** me. (Correct)

4. Little, ALittle, The Little

Little means hardly any or not much. It has a negative meaning.

Little سے مراد مقدار میں بمشکل ہی کچھ نہ ہونے کے برابر ہے۔

A Little: means some. (It has a positive meaning)

A Little سے مراد تھوڑی سی چیز ہے۔

The Little: means something already present.

The Little سے مراد کچھ تھوڑی سی یا زیادہ چیز جو پہلے سے موجود ہو۔

INCORRECT	CORRECT
1. **Little money** is better than none.	**A little** money is better than none.
2. I am sorry to find that I have **a little** money.	I am sorry to find that I have **little** money.
3. He spent **a little** money he had.	He spent **the little** money he had.

5. Few, A few, The few

Few: means not any. It has a negative meaning.

Few سے مراد تعداد میں کچھ بھی نہیں۔

A few denotes at least a certain number. It has a positive meaning.

A few سے مراد تعداد میں کچھ۔

The few: a certain number which is already present.

The few سے مراد "جو کچھ" جو پہلے سے موجود ہو زیادہ یا تھوڑا۔

INCORRECT	CORRECT
1. I am sorry, I have **a few** friends.	I am sorry, I have few friends.
2. He was glad to have **few** books.	He was glad to have **a few** books.
3. He read **a few** books he had.	He read **the few books** he had.

6. Elder, Eldest, Older, Oldest

Elder and eldest (بڑا) denote the position of one member of a family with reference to another. They are used for the members of the same family.

Elder, Eldest خونی رشتے میں بڑا ہونے کے لئے استعمال کرتے ہیں۔ جیسے کہ
eldest son, eldest daughter وغیرہ۔
elder, eldest ایک ہی خاندان میں افراد کے بڑے ہونے کو ظاہر کرتا ہے۔
ایک خاندان کے دو افراد کا عمر میں مقابلہ کرنا ہو تو Elder استعمال کریں۔
Elder یا Eldest کے بعد to لگائیں۔

Always use **'to'** after elder or eldest.

INCORRECT	CORRECT
1. I am **elder than** my sister by two years.	I am **elder to** my sister by two years.

Older, Oldest:

1. **Denotes other than blood relations.** (غیر خونی رشتوں میں بڑا)
   (a) Salma is older than I. (b) She is the oldest woman in the town
   (c) This is the old mosque in this area.
2. **Denotes more in age.** (عمر میں بڑا ہونا)
3. **Denotes old things.** (پرانا)

Note: When comparing the ages of people, especially of members of a family, **elder and eldest** are often used as adjectives and pronouns. They cannot be used with **than** as adjectives.

They can be used before noun.

1. My **elder sister** lives at Canada.
2. He was the **elder** of the two sons.
3. I am the **eldest** in the family.

INCORRECT	CORRECT
1. He is my **older** brother.	He is my **elder** brother.
2. He is **elder** than I.	He is older **than** I.
3. This is the **eldest** tree.	This is the **oldest** tree.
4. He is **elder than** his sister by two years.	He is **elder to** his sister by two years.

7. Farther & Further

Farther refers (دور)to more distance in space.

Farther زیادہ فاصلے کو ظاہر کرتا ہے۔

Further means in addition to (مزید)

INCORRECT	CORRECT
1. Multan is **further** From Faisalabad than Khanewal.	Multan is **farther** from Faisalabad than Khanewal.
2. You must complete your work without farther delay.	You must **complete** your work without further delay.

8. Last, Latest: (کسی شے کی حالت یا پوزیشن)

Last refers to position (آخری)and **latest** refers to time. It means '**new**'. (نیا، جدید)

INCORRECT	CORRECT
1. This is the **last** fashion of hair style.	This is the **latest** fashion of hair style.
2. What is the **last** news.	What is the **latest news.**
3. I am the **latest** person in interview.	I am the **last person** in the interview.

9. Mutual, Common

Means reciprocal (باہمی آپس میں)**Common** means shared by more than two persons. (مشترک)

INCORRECT	CORRECT
1. The **common** love between husband and wife **were** lost.	The **mutual** love between husband and wife **was** lost.
2. We went to the house of our **mutual** friend.	We went to the house of our **common** friend

10. No less than and No fewer than:(کم از کم۔ یعنی اس سے زیادہ ہی)

No less than refers to quantity (مقدار کے لئے)

No fewer than refers to number. (تعداد کے لئے)

INCORRECT	CORRECT
1. **No less** than forty soldiers were killed in the battle field.	**No fewer** than forty soldiers were killed in the battle field.

11. Many a (زیادہ) and A Great Many (زیادہ)

Both have the same meaning but **many a** is used with a singular verb, where **as a** great many takes a plural vrb.

Many a کے ساتھ فعل واحد آتا ہے۔ اور A great many کے ساتھ فعل جمع آتا ہے۔ دونوں لفظوں کے معنی ایک ہی ہیں۔

INCORRECT	CORRECT
1. Many a leader **want** to become the prime minister of Pakistan.	Many a leader **wants** to become the prime minister of Pakistan.
2. **A great many** Pakistani is in poverty and ignorance	**A great many** Pakistani **are** in poverty and ignorance.

12. Later and Latter

Later refers to time in the future or after something else. after the present time. . (دیر سے، بعد میں)

Later (adj.) only before noun. کسی سبق یا فلم، ڈرامہ وغیرہ کا آخری حصہ

The **later lesson.** (سبق کا آخری حصہ)

The meeting was postponed till the **later** date.

Latter refers to position. (دو شخصوں یا اشیاء میں جس کا ذکر بعد میں آئے)

INCORRECT	CORRECT
1. She came **latter** than I.	She came **later** than I.
2. The **last chapter** of the book is interesting.	The **later chapter** of the book is interesting.
2. Ahmad and AKram are great friends. The **later** is more intelligent.	Ahmad and Akram are great friends. The **latter** is more intelligent.

13. Nearest, Next

Nearest refers to distance (فاصلے میں نزدیک)

Next refers to position. (پوزیشن میں نزدیک)

INCORRECT	CORRECT
1. I got admission in the **next** college	I got admission in the **nearest** college.
2. What is the **nearest** programme on T.V.	What is the **next** programme on T.V.

14. All and Whole:

All denotes number and quantity (تعداد اور مقدار دونوں کو ظاہر کرتا ہے)

The whole denotes only the quantity. (مقدار)

Whole کے بعد **Proper Noun** ہو تو **of** ضروری ہے۔ ورنہ ضروری نہیں۔ مثلاً

The whole of America, The whole of Pakistan.

1. I visited **the whole** of America (Correct)
2. Have you spent **the whole** money. (Correct)
3. All was lost in the fire accident. (Correct)
4. I drank **all the milk** in the bottle. (Correct)

EXERCISE 15

Errors based on the use of adjectives.
Based on (Words of distinction)

Correct the following sentences.

1. I did not give him some money. **(P.U. 2017)**
2. There is little truth in this story. **(Gujrat 2010)**
3. Tell me the last news of war. **(P.U. 2004)**
4. He has any books. **(P.U. 2012)**
5. We saw much less films than last year. **(P.U. 2005)**
6. Have you seen her latest photograph. (recent say) **P.U. 2008**
7. The latest part of the book is very difficult. **(P.U. 2005)**
8. There is little to do in such a hopeless case as this. **P.U. 2007**
9. Few people attend the meeting. **P.U. 2010, 2012**
10. I am elder than my younger brother. **(P.U. 2000)**
11. No less than fifty soldiers were killed in the war. **(P.U. 2005 Group II, 2015)**
12. Bring me anywater to drink. **(P.U. 2014)**
13. Last part ot the book is very difficult.**(P.U. 2005 Group II)**
14. He has gone bankrupt (دیوالیہ). **He has got a little money with him.**
15. I shall stay at Murree for few days. **P.U. 2009 Group-I**
16. He is sitting besides his mother. **(P.U. 2006)**
17. We met at the house of a mutual friend to make peace. **P.U. 2008**
18. Many a soldier arrived at the party **latter** than I. **(P.U 2002- Group-I)**
19. Sarfraz arrived at the party **latter** than I. **(P.U. 2002 Group-II)**
20. Little money is better than none. **(P.U. 2017)**

(E) Some Common Pitfalls in the use of Adjectives.

1. This is a **worth seeing** sight. (Incorrect)
   This is a **sight** worth seeing. (Correct)

عام طور پر اسم صفت **Noun** سے پہلے لگایا جاتا ہے۔ مثلاً **Tall tree, Red rose** وغیرہ۔ لیکن چند الفاظ ایسے ہیں جن میں اسم صفت **Noun** کے بعد لگایا جاتا ہے۔ مثلاً:

Open your book at **page nine.**

یہاں پر لفظ **Nine** اسم **(Noun)** کے بعد لگایا گیا ہے۔

مندرجہ ذیل الفاظ میں **Adjective, Noun** کے بعد لگائے جاتے ہیں۔

Time immemorial (صدیوں سے), **God Almighty, Body politics** etc.

(2) I have **less** troubles than that of my brother. (Incorrect)
I have **fewer** troubles than that of my brother. (Correct)

Little اور **Less** عام طور پر ان اسموں سے پہلے لگائیں جن کی گنتی نہیں ہوتی مثلاً **Little Milk** جب کہ **Few** یا **Fewer** ان جمع اسموں کے ساتھ لگاتے ہیں جن کی گنتی ہو سکتی ہے۔ اور جمع ہوتے ہیں مثلاً: **Few bottles**

3. He spoke with **somewhat** anger. (Incorrect)
   He spoke with **some** anger. (Correct)

Somewhat ایک **adverb** ہے اور یہ کسی اسم کی تعریف نہیں کر سکتا۔ **some** ایک **Adjective** ہے اور یہ **Noun** کی تعریف کرتا ہے۔

4. He **only** is responsible. (Incorrect)
   He **alone** is responsible. (Correct)

Only ایک **Adverb** ہے یہاں پر ایک **Adjective** کی گنجائش ہے۔ اس لئے یہاں پر **Alone, Adjective** مناسب طور پر لگایا گیا ہے۔

5. He got cent percent marks. (Incorrect)
   He got **full** marks. (Correct)

اہل زبان **Centpercent** کسی بنک کے سود کو گننے کے لئے استعمال کرتے ہیں یہاں پر لفظ **Full** لگا ہے۔

6. The **two first** books of this English grammar are very interesting. (Incorrect)
   The **first two** books of this English grammar are very interesting. (Correct)

7. Health is more preferable **than** wealth. (Incorrect)
   Health is preferable **to** wealth. (Correct)

Prefer یا **Preferable** کے بعد **than** کے بجائے **to** لگائیں اور ان الفاظ سے پہلے **More** یا **Most** نہیں لگاتے۔

8. The **poors** should be treated kindly. (Incorrect)
   The **poor** should be treated kindly. (Correct)

Note: **Blind, deaf, disabled, healthy, sick, living, dead, rich, poor, young, old,** and certain other adjectives describing the human character or condition can be preceded by "**the**" and used to represent a class of persons. These expressions have a plural meaning; they take a plural **verb** and the pronoun is '**they**'.

مندرجہ بالا الفاظ عام طور پر پوری جماعت کی نمائندگی کرتے ہیں اگر ان سے پہلے **the** لگا دیا جائے۔ ان کے ساتھ فعل جمع آتا ہے اور **They, Pronoun** آتا ہے۔

9. He is **the ablest** and rich man of the city. (Incorrect)
   He is **the ablest** and **richest** man of the city. (Correct)

دونوں **Adjectives** کو **Superlative** بنا دیں۔ **the** ایک دفعہ لگائیں اور پہلے **Adjective** کے ساتھ لگائیں۔

10. He was present **on the both** days. (Incorrect)
    He was present **on both the** days. (Correct)

11. Both men have not come. (Incorrect)
    Neither man has come. (Correct)

Both اس وقت استعمال کریں جب مل کر کوئی کام کرتا ہو۔ اگر کسی نے بھی کام نہ کیا ہو تو **Neither** لگائیں۔

12. The rain was **plenty.** (Incorrect)
    The rain was **plentiful.** (Correct) OR The rain was in plenty. (Correct)

صحیح اسم صفت **Plentiful** ہے۔ **plenty** عام طور پر **pronoun** کے طور پر استعمال ہوتا ہے۔

13. Do you need milk? No, thanks.
    This is plenty in the fridge. (Numerical Pronoun)
    Plenty of can be used before an uncountable noun.
    Do not say 'a plenty of'
    There is a plenty of evidence of poverty. x (Incorrect)
    There is plenty of evidence of poverty. (Correct)

14. Cut the loaf (روٹی)**into two halves.** (Incorrect)
Cut the loaf (روٹی)**into halves.** (in half) (Correct)

Half کے معنی "آدھے" ہوتے ہیں۔ اس لئے اس کے ساتھ two کا لفظ لگانا غیر ضروری ہے۔

15. There is garage on **both side of** the street.
There is garage on **each side** of the street.

اطراف کے لئے each لکھیں۔

14. **This kind/sort of plural noun.**
This kind /**sort of books / people / ideas/desires not these kinds or sorts**
This kinds of people are not liked by anyone. (Incorrect)
This kind of people **is not liked** by anyone. (Correct)

16. **Adjectives used with verbs.**

Some verbs are always used with adjectives, expressing the quality of the subject and not with adverbs.

بعض فعلوں کے بعد Adjectives لگایا جاتا ہے۔ حالانکہ عام طور پر verb کے بعد ہم Adverb لگاتے ہیں۔ مثلاً He walks slowly۔ اس فقرے میں verb walk کے بعد Adverb لگایا گیا ہے۔ لیکن چند افعال میں فاعل کی کسی خوبی کو بیان کرنے کیلئے Adjective بھی لگایا جا سکتا ہے۔

INCORRECT	CORRECT
1. The flowers smell **sweetly.**	The flowers smell **sweet.**
2. The food tastes **deliciously.**	The food tastes **delicious.**
3. I feel **warmly.**	I feel **warm.**
4. Wheat sells **dearly.**	Wheat sells **dear.**
5. These kinds of books **are** necessary for B.A.	This kind of books **is** necessary for B.A.

This kind / sort / of books / people / ideas / desires (Correct)
These kind, kinds or sorts. (Incorrect)

ایسے فقروں میں Kind اور sort کو جمع مت بنائیں۔ Noun ہمیشہ Plural لگائیں۔

EXERCISE 16

Based on the use of Adjectives

All types of errors mixed together

1. He is more taller than I.
2. Lahore is a worth seeing city. **(P.U. 2012, Gujrat 2014)**
3. There are no less than one dozen apples.
4. Few are successful in life.
5. Many a students are industrious.
6. He is a best person.
7. Open your book on forty page. **(Gujrat 2011)**
8. The voice of a woman is softer than man.
9. You are more cleverer than he.
10. The oranges of my garden are sweeter than your garden.
11. He is taller than any boy in the class.

12. I am senior than him in service. **(P.U. 2012)**
13. LIttle knowledge is a dangerous thing.
14. The flowers smell sweetly.
15. These all men are poor. **(P.U. 2018)**
16. Prevention is better from cure.
17. You look smartly in uniform.
18. He is the best of the two.
19. These kinds of mistakes does occur.

Solved (This kind of mistakes does occur)

20. She requested me to stay little more. **(P.U. 2012)**

EXERCISE • 17

Revision Exercise based on the errors of adjectives

(Advanced exercise)

1. She is the best and beautiful girl in the class.
2. We visited many worth seeing places. **P.U. 2009**
3. These all pears are ripe. **P.U. 2010**
4. The two first chapters of the books are very interesting.
5. I shall punish every one of you both.
6. He was present on the both days.
7. Please let me stay little longer.
8. He has less worries than I.
9. I do not like those sort of things.
10. Salma is the most beautiful of all other girls.
11. Almighty God has saved us all.
12. The population of Lahore is greater than Nankana Sahib. **(P.U. 2015)**
13. It is our duty to help the unfortunates.
14. He was a very welcomed visitor.
15. He has a clearest style of writing.
16. He lifted the bundle with his both hands. (with both of his hands- correct). (or with each of his hands).
17. He cut the apple into two halves.
18. He is a coward person.**(P.U. 2016)**
19. He is a miser man. (Sargodha 2014)
20. This was unkindest cut of all. **(P.U. 2017)**
21. This chair is bad than that.
22. His all hopes were dashed to the ground. **P.U. 2008 Supple.**
23. The food tastes deliciously.
24. What is the last position.
25. More you get, more you want. **(Sargodha 2014)**

Check - list

In the use of adjectives

Adjectives کی Errors کے بارے میں اپنی معلومات کو تازہ کریں۔

1. Comparative Degree	۱۔ ڈگری ڈبل نہیں ہوتی ۲۔ مقابلے کے لئے Than لگائیں۔ ۳۔ ایک چیز کا مقابلہ ایک سے کریں۔
2. Superlative Degree	۱۔ ڈگری ڈبل نہیں ہوتی ۲۔ ایک چیز کا مقابلہ تین یا تین سے زیادہ سے کریں۔ ۳۔ ڈگری سے پہلے the لگائیں۔
3. No superlative Degree	مندرجہ ذیل الفاظ کی Superlative degree نہیں بناتے۔ Unique, exemplary, perfect, complete, circular, round, extreme, world wide, excellent. universal.
4. Use to after	Superior, inferior, junior, senior, prior, prefer, elder
5. Very OR Good	اگر زیادہ تصور ہو تو superlative degree نہیں لگاتے، بلکہ very لگا کر positive ڈگری لگائیں۔ He is a **best** teacher. He is a **very** good teacher.
6. Than that of	مقابلہ ہمیشہ دو چیزوں کی ایک جیسی quality کے درمیان ہوتا ہے۔ اگر ایسا نہ ہو تو than کے بعد that of لگائیں۔
9. Later, Latter	Later (دیر سے، وقت کو ظاہر کرتا ہے) کسی سبق، نظم یا ناول کا آخری حصہ۔ Latter دو چیزوں میں سے جس کا ذکر بعد میں آئے اسے ظاہر کرتا ہے۔
10. Latest, Last	**Latest** refers to time. (تازہ۔جدید) **Last** refers to position. (مقام۔مرتبہ)
11. Elder, Eldest Older, Oldest	**Elder** and **eldest** refer to the members of the same family. Always use **to** after elder, Do not use **'than'** after elder. **Older** and **oldest** refer to persons outside the family.
12. Further, Farther	Further مزید Farther فاصلہ
13. Many a A great many کافی زیادہ	**Many a** (a large number of) takes a **singular verb.** **A many** (a large number of) takes a **plural verb.**
14. No less than کم از کم	**No less** than refers to quantity. (مقدار) **No fewer** than refers to number. (تعداد)
15. Mutual Common (مشترک)	**Mutual** means reciprocal. (دو اشخاص یا اشیاء کے درمیان آپس میں) **Common** means shared by all (more than two)
16. Little, A little, The little.	Hardly any (مقدار میں) It has a negative meaning some, though not much. It has a positive meaning. **The little** (some though not much) but all there is . جو کچھ تھوڑا یا زیادہ
17. Few. A few, The few	**Few:** hardly any (تعداد میں)It has a negative meaning. **A few** (Some, though not many) کچھ . It has a positive meaning. The few (Not many but that are)
18. This kind or sort of	This kind / sort of plural noun. This kind of books/ people / ideas.

4. Errors In The Use Of Tenses

Past tense followed by Past tense

1. If there is past tense in the principal clause, it must be followed by past tense in the subordinate clause. However there are **two exceptions** to it:

۱۔ اگر پرنسپل کلاز میں فعل ماضی پایا جاتا ہو تو اس کی ماتحت کلاز میں بھی فعل ماضی ہوگا۔ تاہم اس اصول کی استثنائی حالتیں بھی ہیں۔ اگر ماتحت کلاز میں **Universal Truth** ہو یا سائنسی سچائی پائی جائے تو اس میں **Present Tense** لگائیں۔

1. He said that he **is a** student of Islamia College.	He said that he **was a** student of Islamia College.
2. He said that he **will** go to Lahore tomorrow.	He said that he **would go** to Lahore tomorrow.
3. He said that the earth **moved** round the sun.	He said that the earth **moves** round the sun. آفاقی سچائی

Past tense followed by present or Future tense

2. The past tense in the principal Clause may be followed by a Present tense to express universal truth.

۲۔ اگر فقرے کے پہلے حصے میں **Past tense** ہو اور دوسرے میں کوئی آفاقی سچائی ہو تو کوئی بھی **Tense** استعمال کر سکتے ہیں۔

Errors of Future Tense

3. We use **'shall'** with I and we, in the future tense and **'will'** with He, She, and They etc.

۳۔ **Future Tense** میں **I. We** کے ساتھ **Shall** اور باقی تمام الفاظ کے ساتھ **Will** لگائیں۔

INCORRECT	CORRECT
1. We **will go** to Karachi next month.	We **shall go** to Karachi next month.
2. They **shall** come in time.	They **will** come in time.

4. Future tense is never **used twice** in a sentence. First part of the sentence should be done in Present simple Tense and the other in future.

۴۔ کسی فقرے میں دو دفعہ **Future tense** استعمال کرنا غلط ہے۔ اگر ایسا ہو تو پہلے حصے کو **Present** میں بدل دیں اور دوسرے کو **Future** میں رہنے دیں۔

INCORRECT	CORRECT
1. I shall go to Karachi and you will not follow me.	I **go to** Karachi and you will not follow me.
2. I shall be drowned and nobody will save me.	I **drown** and nobody will save me.

Perfect continuous tense instead of continuous tense with time expression since and for

5. If **since** or **for** is used to indicate time in the present continuous or past continuous tense. Always use **'has been'** and **'have been, had been'** in the sentences.

۵۔ اگر **present continuous** یا **past continuous** میں **since** یا **for** کا آرہا ہو تو **has been** یا **have been** یا **had been** کا استعمال کریں۔

INCORRECT	CORRECT
1. It **is** raining **since** morning.	It **has been** raining **since** morinig.
2. It was snowing on mountains **for** two days.	It **had been** snowing on mountains for two days.

6. Do not use **had** + تیسری فارم in a simple sentence with out adverb or conjunction. Change such sentences into past simple.

سادہ فقرے میں **had** کے ساتھ تیسری فارم مت لگائیں۔ **Past simple** میں بدل دیں۔ البتہ ہم **Had** کے ساتھ تیسری فارم
صرف دو صورتوں میں لگا سکتے ہیں۔
فقرہ ڈبل ہو یعنی اس میں دو کام پائے جائیں۔

He **had gone** to Lahore when I came.

سادہ فقرے میں **had** کے ساتھ تیسری فارم اس وقت لگائیں جب اس میں کوئی **Adverb** یا **conjunction** پایا جائے۔

Adverbs: Till (تک), **Never** (کبھی نہیں), **Already** (پہلے ہی), **Never before** (اس سے پہلے کبھی بھی نہیں

Ever before

INCORRECT	CORRECT
1. He **had gone** to Lahore yesterday.	He **went** to Lahore yesterday.

فقرے میں **adverb, conjunction** نہیں۔ اس لئے سادہ **Past simple** لگا کر تبدیل کریں۔

INCORRECT	CORRECT
2. He already **went** to Lahore.	He **had already** gone to Lahore.

Already ایک **adverb** ہے۔ اس لئے سنگل فقرے میں تیسری فارم + **adv** لگا سکتے ہیں۔

7. Always use past simple with such expressions ago, **yesterday and last** etc. **The use of following words in a sentence indicate a past simple tense. Yesterday, Ago, Last night** (day) etc.

مندرجہ بالا الفاظ فقرے میں **Past simple** کو ظاہر کرتے ہیں۔ جب کسی فقرے میں یہ الفاظ استعمال ہوئے ہوں تو اس فقرے کو **Past**
simple میں بدل دیں۔

INCORRECT	CORRECT
1. I have **received** your letter yesterday.	I received your letter yesterday.
2. He **has died** a year ago.	He **died** a year ago.

8. The use of the following adverbs indicate present / past perfect.

مندرجہ ذیل الفاظ **Present Perfect** یا بعض اوقات **Past perfect** کو بھی ظاہر کرتے ہیں۔ (کبھی نہیں) **Never,** (تک) Till, **just now** (ابھی ابھی)، **Already** (پہلے ہی)۔

Ever, Yet

INCORRECT	CORRECT
1. I **received** your letter just now.	I **have received** your letter just now.
2. I **did not pay** the telephone bill yet.	I **have not paid** the telephone bill yet.
3. I **already** went to station.	I had **already gone** to station.

EXERCISE 18

Correct the following Tenses

based on tenses (From rules 1to 8)

1. I think, I will help you.
2. Why you went there. **(Sargodha 2014)**
3. If you will come to me, I will help you. **(P.U. 2013)**
4. I am ill since three months. **(P.U. 2004 group II)**
5. He had come yesterday. **(P.U. 2012)**
6. The windows have n't been cleaned since weeks. **(Gujrat 2015)**
7. The worker is hungry from morning. **(Gujrat 2013)**
8. She is cooking the meal for 30 minutes. **(P.U. 2012)**
9. She sing her poem to the audience. **(P.U. 2000), (P.U. 2016)**
10. He asked his son why have you not done your work. **(P.U. 2003)**
11. He has been died today. **P.U. 2007 Group-II**
12. I shall not come here unless you will call me. **(Sargodha 2011)**
13. I have not written to you last night. **P.U. 2008 Supple, (P.U. 2013)**
14. He neither has nor will acept your terms. **(P.U 2003)**
15. I did not know that honesty was the best policy. **P.U. 2007 Group-II**
16. They found that the ship is leaking. **(P.U. 2006)**
17. I have not met him since two days. **(Sargodha 2011)**
18. I knew that he is wrong. **(Sargodha 2013)**
19. He was failed in B.A. **(P.U. 2014), (P.U. 2016)**
20. We had have very nice tea. **(P.U. 2014)**

Errors in the use of tenses (continued)

More About Tenses

Conditional tenses

(B)

(9). In a **conditional sentence,** if the first part contains had + 3rd form of the verb, The second part must contain **would have, should have, might have + 3rd form** of verb.

اگر شرطیہ جملے کے پہلے حصے میں **had + 3rd form of verb** آئے تو دوسرے حصے میں **Would have, might have, should have** یا **Could have** اور تیسری فارم لگائیں۔

INCORRECT	CORRECT
1. If he **had worked hard,** he would pass.	If he **had worked hard,** he **would have** passed.
2. If he went to Lahore, he **would have** brought toys for me.	If he **had gone to** Lahore, he **would have brought** toys for me.

10. Always use 1st form of verb with Let and To.

Let اور **To** کے ساتھ ہمیشہ فعل کی پہلی فارم لگائیں۔

INCORRECT	CORRECT
1. Le him **lay** there.	Let him **lie** there.
2. He decided **to have gone** there.	He decided to go there

11. **Always use helping verb to make an interrogative sentence.**

سوالیہ فقرہ بنانے کے لیے Helping verb ضرور لگائیں۔

INCORRECT	CORRECT
1. Where he **went** in the evening.	Where **did he go** in the evening.
2. Why he cries?	Why **does** he cry?

یہ do, does اور did Helping verb ہیں۔

12. Do not use "**not**" after forbid. (منع کرنا)

Forbid یا Forbade کے بعد Not نہ لگائیں۔

INCORRECT	CORRECT
1. He forbade me **not** to smoke.	He forbade me **to** smoke.

The Use of as if, only, etc

13. Always use **'were'** or past tense after **as if**, or **as though, it is time, it is high time, I wish, I would rather.**

INCORRECT	CORRECT
1. He orders me **as if** I am his brother.	He orders me **as if** I **were** his brother.
2. I **would rather** you apply for the post.	I would rather you **applied** for the post.
3. **It is time** we go out.	It is time we **went out.**
4. **I wish** I stay at home.	I wish I **stayed** at home.

Verbs followed by as

14. The following verbs are followed by 'as' **regard, represent** (نمائندگی کرنا)**, portray** (تصویر کشی کرنا)**, mention, define, treat.**

INCORRECT	CORRECT
1. She is regarded the oldest woman in the street.	She is regarded **as** the oldest woman in the street.
2. He is **described** the greatest poet of English literature.	He is described **as the** greatest poet of English literature.
3. He is **treated** the greatest figure of history.	He is treated **as the** greatest figure of history.

Verbs followed by reflexive pronouns

15. **Use the reflexive pronouns after the following verbs.**

Avail, Acquit, Absent, Drink, Avenge, Enjoy.

Reflexive Pronouns

Pronoun	Reflexive	Pronoun	Reflexive
I	**My self**	He	**Himself**
We	**Ourselves**	She	**Herself**
You	**Yourself**	They	**Themselves**

INCORRECT	CORRECT
1. He could not **avail of** opportunity .	He could not **avail himself** of opportunity.
2. He **acquitted** creditably in the examination.	He **acquitted himself** creditably in the examination.
3. He **absented** from the class.	He absented **himself** from the class.

No Reflexive Pronoun after the following verbs

نوٹ: مندرجہ ذیل افعال کے ساتھ Reflexive Pronouns نہیں لگاتے۔

keep, break, qualify, enlist, bathe, feed, steal, stop, make, hide, shave, dress

INCORRECT	CORRECT
1. He kept **himself** away from school.	He kept away from school.
2. Let us **hide ourselves** in the room.	Let us **hide** in the room.
3. He **qualified himself** as a teacher.	He qualified **as** a teacher.

16. Do not use **'that'** with clauses beginning with interrogative words such as **'what, where, why, when, if etc.**

اگر کسی فقرے میں سوالیہ فقرہ آ رہا ہو تو اس کے ساتھ **that** مت لگائیں۔

He asked me **that where** I lived. (Incorrect)
He asked me where I lived. (Correct)

17. Inside a sentence, the interrogative form of a sentence becomes positive.

فقرے کے اندر اگر سوال پوچھا گیا ہو تو اسے مثبت فقرے کی شکل میں لکھیں یعنی پہلے فاعل بعد ازاں فعل۔

He asked me **where was** I coming. (Incorrect)
He asked me **where I was** coming. (Correct)

پہلے فعل بعد ازاں فاعل (سوالیہ انداز غلط ہے)۔ فاعل 'I' کے بعد فعل لگایا گیا ہے۔ (مثبت انداز صحیح ہے)

EXERCISE 19

Errors of Tenses Based on Rule No. 8 to 15

1. Let the books lay where they are.
2. He absented from the class.
3. If he had been wealthy, he would help him.
4. He enjoyed himself the match.
5. He is regarded the best singer of the town.
6. It is time we leave the office.
7. I have n't seen Amjad when he left school. **(Gujrat 2015)**
8. She talks as though she is a film star.
9. He walks as if he is lame.
10. If he had applied, he would get the job.
11. He might have written a letter, If I informed him.
12. I play football since I was nine year old. **(Gujrat 2015)**
13. He enlisted himself in the army.
14. He told the judge that sir I am not guilty. **(P.U. 2015)**
15. He avenged on the enemy.
16. They considered him as a great fool. **(P.U 2005)**
17. He asked me when I came. P.U. 2007
18. I do not know where was he at that time. **P.U. 2008**
19. He said to them if can you help me. **P.U. 2008**
20. Pakistan would have won the match if the players played responsibility. **(Sargodha 2012)**

Check - list

In the Use of Tenses

1. Future Tense	I, We کے ساتھ Shall + پہلی فارم استعمال کریں۔ باقی فاعلوں کے ساتھ will + پہلی فارم۔
2. No two future Tenses in a sentence.	کسی فقرے میں دو Future Tense مت لگائیں۔ پہلے کو Present simple میں بدل دیں۔ اور دوسرے کو Future میں رہنے دیں۔
3. Since , For	یہ Present Perfect Continuous Past Perfect Continuous Future Perfect Continuous میں لگائیں۔
4. Do not use had and third form **in a single sentence.**	کسی سنگل فقرے میں Had اور تیسری فارم مت لگائیں۔ ایسے فقرے کو Past simple میں بدل دیں۔
5. Always use 'had' in a double sentence or in a single sentence with some adverb.	Had کے ساتھ تیسری فارم ڈبل فقرے میں لگائیں۔ Single فقرے میں Had اس وقت لگاتے ہیں۔ جب اس میں کوئی Adverb ہو۔ Already, till, seldom, Never وغیرہ دیے گئے ہوں۔
6. Always use past simple with ago, yesterday, and last weak, night, etc,	Last, Ago اور Yesterday کے ساتھ ہمیشہ Past simple لگائیں۔
7. Use present Perfect or Past Perfect with *already, just now, ever, never yet etc*	Already, never, just now, ever and yet کے ساتھ ہمیشہ Present Perfect یا Past Perfect استعمال کریں۔
8.Always use helping verbs before the subject in an interrogative sentence	سوالیہ فقرے بناتے وقت Helping verb کا فاعل سے پہلے ضرور لگائیں۔ Where he went in the evenig? Where did he go in the evening?
9. Use 'as' after the verb describe, *mention, portray, depict, regard*	describe, mention, regard, portray, یا rather وغیرہ کے بعد As لگائیں۔
10. Use 'were' or past tense after *I wish, It is high time, It is time I would rather, as if, as though.*	I wish, I would rather, It is high time, as though, as if, It is time کے بعد Were لگائیں یا past Tense
11. In a conditional sentence, had + 3rd form **is followed by woud have, could have, should have, might have,**	شرطیہ جملوں کے پہلے حصے میں اگر Had + تیسری فارم ہو تو دوسرے حصے میں Would have, could have, should have, might have اور تیسری فارم لگائیں۔
12. Always use first form with 'let' and to.	Let اور to کے بعد پہلی فارم لگائیں۔
13. Do not use 'not' with forbid.	Forbid کے بعد not مت لگائیں۔
14. Always use past tense in a subordinate clause if there is past tense in the principal clause.	اگر پرنسپل کلاز میں Past Tense ہو تو اس کے بعد آنے والے فقرے میں Past Tense لگائیں۔

EXERCISE 20

Mixed sentences Based on Tenses

Correct the following sentences:

1. I am sitting here for hours.
2. How you got that Job. **(Gujrat 2014)**
3. Aslam has been suffering from fever from five days. **P.U. 2010, 2013, (P.U. 2018)**
4. Where this road lead to?
5. I asked him what he ate. **(P.U. 2006)**
6. If I warn him, he would not obey. **(P.U. 2017)**
7. Why you left the room without my permission?
8. I consider it as a badly arranged function. **(Gujrat 2010)**
9. Himalayas lie in the north of India. **P.U. 2010**
10. If he was alive today, he would appreciate me. **(Sargodha 2013)**
11. He is ill mannered since childhood. **(Sargodha 2013)**
12. He said that he can help me. **(P.U. 2013)**
13. She walks as if she was late. **(P.U. 2017)**
14. He books as if he ate stale bread yesterday.
15. He enquired that how father was feeling. **(Gujrat 2010)**
16. Please tell me where is your father. **P.U. 2010**

(b)

1. I had bought this table ten years ago.
2. I soon came to know that he is a clever fellow.
3. Mr. Saleem is the principal of the college since 2008. **(Sargodha 2013)**
4. Neither he came nor he has sent a letter.
5. They pay not attention to their old father. **P.U. 2010**
6. Why does such distubring things exist. **(Sargodha 2012)**
7. He told his son that bring a cup of tea. **(P.U. 2003)**
8. He had returned home yesterday. **(Gujrat 2014)**
9. He is the class representative for two months. **(Sargodha 2012)**
10. Why you wrote incorrect sentences last time. **(Sargodha 2012)**
11. I shall be drowned and no one will help me.
12. Why he wrote that foolish letter? **P.U. 2009, Sargodha 2013**
13. The patient died before the doctor arrived.
14. He walks as if he is lame.
15. He has often beat at tennis. **P.U. 2009**

(B) Errors in the Use of Infinitives

فعل مطلق یا اسم مصدر کے استعمال میں اغلاط

What is infinitive?

A word which is not limited by the person or number of the subject is known as an infinitive. It, in fact, **is a kind of noun.** So it is treated as a **verb noun.**

اسم مصدر ایسے اسم کو کہتے ہیں جو خود کسی سے نہ بنا ہو لیکن تمام اسم اس سے بنتے ہوں۔

Formation of an infinitive:

Add **'to'** before the first form of the verb. eg.

Verb	Infinitive
1. Go	To go جانا
2. Run	To run (بھاگنا)
3. Eat	To eat (کھانا)

Errors in the use of infinitive

۱۔ **Infinitive** کو اکٹھا لکھیں یعنی **to play, to run, to go** کے درمیان کوئی لفظ مت لگائیں۔

INCORRECT	CORRECT
1. I hope **to thoroughly master** the subject within a few months.	I hope **to master** the subject thoroughly within a few months.

to کے بعد **master** لکھیں۔ **to master** کے درمیان **thoroughly** مت لکھیں۔

2. I went there to personally watch the situation.	I went there to watch the situation personally.
3. Try **'to'** immediately call the doctor.	Try **to call** the doctor immediately.

Do not use the 'to' of the infinitive

2. Do not use **the 'to' of infinitive** with the following verbs.
Let, do, make, need, bid, dare, hear, may, can, shall, will feel, had better, rather, would sooner.

مندرجہ بالا افعال کے بعد **Infinitive** کا **'to'** کاٹ دیں۔

INCORRECT	CORRECT
1. Do not dare **to tell** her what happened.	Dare not dare **tell her** what happened.
2. He bade me **to wait.**	He bade me wait.
3. Let me **to tell** you something.	Let me **tell you** something.
4. I would rather work hard than **to take** rest.	I would rather work hard than **take rast.**
5. I shall make him **to go** there.	I shall make him **go** there.
6. You need not **to ask** such a question.	You need not **ask** such a question.
7. You had better **to stop** talking.	You had better **stop talking.**
8. I heard him **to say so.**	I heard him **say so.**

Dare and **Need** as principal verbs are used with to 'infinitive'.

Dare اور **Need** اگر اصل فعل کے طور پر استعمال ہوں تو **to** لیتے ہیں۔ لیکن اگر امدادی فعل کے طور پر استعمال ہو تو ان کے ساتھ **to** نہیں آتا۔

Dare اور **Need** امدادی فعل کے طور پر بھی آتے ہیں۔ اور اصل فعل کے طور پر۔

INCORRECT	CORRECT
1. Did he **dare** jump in the river. اصل فعل کے طور پر آیا ہے۔	Did he dare **to jump** in the river. (as an ordinary verb) **Did** لگا کر **tense** بنایا ہے۔

2. You **do not dare** go there.	You **do not** dare **to go** there. اصل فعل کے طور پر آیا ہے۔ اس لئے Helping verb do not لگا کر فعل بنایا گیا ہے۔
3. You dared not **to go** there.	You dared **not go** there. (امدادی فعل کے طور پر)
4. We **need** two days finish the work.	We need two days **to finish** the work. اصل فعل کے طور پر
5. You need not **to wait** for us.	You need not **wait** for us. (Helping verb کے طور پر)

EXERCISE 21

(a) Pick out the infinitives in the following sentences.

مندرجہ ذیل فقروں میں سے **Infinitives** کو منتخب کریں۔

1. Please try to be more careful.
2. She wears sun glasses to keep out the glare.
3. I want you to try again.
4. The students queue up to buy food.
5. We are preparing to go to a new house.
6. He switched on the light to search the lock.
7. Everyone tried to help the poor.
8. We go to college to study.
9. The children promised to keep the secret.
10. We are happy to see you.

EXERCISE 21 (b)

(b) Correct the following sentences.

1. Do not dare to tell her what happened. **(P.U. 2017)**
2. You had better to be careful.
3. I would rather to go by air than by sea.
4. What makes you to look so happy? **(P.U. 2018)**
5. You need not to worry. **(P.U. 2014 Group-II)**
6. I shall not let him to go there. **(P.U. 2014)**
7. I made him to stand. **(Sargodha 2014)**
8. I bade him to do this. **(P.U. 2011)**
9. You need not to go there. (P.U. 2013)
10. You had better to go to the doctor. **(Gujrat 2011)**

Some Useful Hints about the use of Infinitive

1. Use an infinitive to show purpose.

کسی مقصد کو ظاہر کرنے کیلئے لگایا جاتا ہے۔

1. We went to college **to study.**
2. The person was taken to the field **to be** executed.
3. I telephoned the officer **to know** about the meeting.

2. **Adjective + an infinitive**
1. The cupboard is too heavy for me **to lift.**
2. I am delighted **to meet** you.

3. **Able to + Infinitive**

She is able **to use** a computer.

4. **How, When, Where, What + Infinitives**

How:	I do not know how **to do** it.
When:	They are not sure **when to** start.
Where:	He wants to know **where to** put the machine.
What:	I could not decide **what** to say.

5. Expressing Obligation

1. Motorists ought **to drive** carefully.
2. We should be polite to other people.

6. **There are several things**
1. There are several things for us **to do.**
2. There are several mistakes for you to correct.

7. **I am requested to inform you.**

I am requested I am asked.
I am instructed I am obliged
I am directed I am ordered

8. **About to:**

The train is about to go.

9. **Intend to:**

I do not intend to visit London.

10. **I look forward to seeing / meeting / welcoming.**

Ashraf next Monday.

(c) Errors in the use of Gerund

Gerunds are verbal nouns. This means that thy are nouns formed from verbs.

Gerunds فعل سے بنے ہوئے اسموں کو کہتے ہیں۔

Method of Formation:

By Add **'ing'** with the first form of verb.

فعل کی پہلی فارم کے ساتھ **ing** لگا کر **Gerund** بناتے ہیں۔ مثلاً:

Verb:	Catch	Swim	Run.
Gerund:	Catching	Swimming	Running

The **possessive case** of the noun and pronoun should be used before gerunds.

Gerund سے پہلے آنے والے **Nouns** اور **Pronouns** کو **Possessive case** میں لکھیں۔

INCORRECT	CORRECT
1. I dislike my friend coming so early.	I dislike my **friend's** coming so early.

اس فقرے میں coming ایک Gerund ہے۔ اس سے پہلے my friend ہے۔ my friend کا Possessive pronoun یہی ہے۔ **my friend's** ہوگا۔

INCORRECT	CORRECT
2. I dislike you wandering about the streets at night.	I dislike **your** wandering about the streets at night.

you	Possessive pronoun	your
I		my
we		our
she		her
he		his

اگر gerund سے پہلے noun ہو تو اس کا possessive case apostrophe اور s لگا کر بنائیں۔ یعنی noun کے آخر پر apostrophe لگائیں اور بعد ازاں 's'

I dislike Khalid of going to cinema.	I dislike Khalid's going to cinema.
3. They left without any one knowing.	They left without **any one's** knowing.

2. Associative adjectives **(your, our, their, my, his, her, its)** should be placed immediately before the noun they refer. This rule is applied when **Noun is Gerund.**

1. I ask your favour of granting me an interview.	I ask favour of **your granting** me an interview.

granting noun ہے۔ جو کہ Gerund کی شکل ہوتی ہے۔ اس کے ساتھ my, your وغیرہ لگائیں۔

The use of Gerund and infinitive is often confused

3. (a). If a sentence expresses some purpose, **infinitive** should be used instead of Gerund.

اگر فقرے میں کوئی مقصد ظاہر ہو تو Infinitive لگائیں۔ Gerund ختم کر دیں۔

He went to Lahore for studying. (Incorrect)
He went to Lahore **to study.** (Correct)

لاہور جانے کا مقصد Infinitive سے ظاہر کریں نہ کہ Gerund سے۔

(b). If a verb is following by preposition, **it often takes gerund**

اگر فعل کے بعد preposition آگئی ہو تو اس کے بعد Gerund لگائیں نہ کہ Infinitive۔

Verbs followed only by Infinitives

These verbs are followed only by infinitives

1. Advise	I advised them **to be** careful.
2. Appear	The magician appeared **to pull** a rabbit from his hat.
3. Agree	She **agreed to meet** us for dinner.
4. Ask	She asked **to use** the rest room.
5. Decide	The decided to move to Lahore next year.
6. Expect	I expect **to get** paid tomorrow.
7. Hope	I hope **to meet** her.
8. Invite	He invited us **to go** for a hike on Saturday.
9. Offer	She offered **to give** us directions.
10. Plan	We plan **to leave** at 5: 15.
11. Promise	He promised **to pay** me money in time.
12. Refuse	He refused **to take** medicine.
13. Remind	My mother reminded me **to take** an umbrella today.

14. Tell	I told her **to get** ready for school.
15. Warn	She warned him not **to leave** work early.

Words followed only by Gerunds

These verbs are followed by gerunds and not by infinitives

1. Bad at	He is bad **at drawing** (Not to draw)
2. Enjoy	They enjoy taking long walks. (to take) x
3. Excel in	He excels **in** reading. (x to excel)
4. Fond of	He is **fond of** eating (x to eat)
5. Finish	He finished **watching** the movie at eleven. (to watch)
6. Give up	She gave up **taking** the bus afte she bought a new car. (to take)
7. Look forward to	He is **looking forward** to meeting me.
8. Keep on	She **kept on** looking **at** me (x to look)
9. Insist on	He insisted **on** going there. (x to go)
10. Persist in	He persisted **in** buying a chair. (x to buy)
11. Suggest	I suggest selling the car. (x to sell)
12. With a view to	With a view **to going** there, I took **a** taxi.

Verbs followed by Gerunds and Infinitives

Begin	They began to work at 8.30 They began working at 8:30
Can't stand	I can't stand to hear this music. I can't stand hearing this music.
Go	He loves to go swimming. He loves going swimming.
Hate	I hate to wash dishes. I hate washing dishes.
Like	Salma likes to sew. Salma likes sewing.
Love	I love to swim. I love swimming.
Start	He started to smoke. He started smoking.

INCORRECT Infinitive	CORRECT Gerund
1. I am fond **to** eat.	I am fond **of** eating.
2. He is bad **to** draw.	He is bad **at** drawing.
3. He has no intention to **meet** him.	He has no intention of **meeting** him.
4. He should refrain(باز رہنا) **to** do evil.	He should refrain **from** doing evil.
5. He is addicted(لت پڑ جانا، بری عادت کا شکار ہونا) to gamble.	He is addicted **to** gambling.

EXERCISE 21 (c)

(c). Correct the following sentences on the misuse of gerund& Infinitive.

1. I went for seeing my friend.

مقصد بیان کیا گیا ہے۔ Infinitive لگائیں۔

2. I would sooner quit than to do it. **(P.U. 2005)**
3. He persisted to do it inspite of my counsel. **P.U. 2008 Supple. (P.U. 2016)**
4. He would rather to take rest than to play today. **(Sargodha 2013)**
5. He likes me reading the novel. **(P.U. 2006)**
6. I dislike my friend coming so early.
7. She came here for singing. **(P.U. 2011)**
8. To read is easier than to write.
9. They decided for starting on that journey. **(P.U. 2004)**
10. He is not capable to do it. **(P.U. 2016)**
11. He aims to please everybody. **(P.U. 2011)**
12. I object to his go there. **(P.U. 2014)**
13. I cannot help to praise him. **(P.U. 2016)**
14. We went there with a view to get first hand information. **(P.U. 2004)**
15. I insisted to do it. **(P.U. 2011)**

With a view کیساتھ **Prepostion to** لگتی ہے۔ بعد ازاں **Gerund** لگائیں۔

15. I came by walking.

(d) The use of Participle

Participle: A Participle is word which has the features of the verb and adjective. So it is known as **verbal adjective.**

Participle ایسے لفظ کو کہتے ہیں جو **Verb** کا کام کرے اور اسم صفت کا بھی۔

Kinds of Participles

1. **Present Participle** 2. **Past participle** 3. **Perfect Participle**

Present Participle:

فعل کی پہلی فارم کے ساتھ **ing** لگائیں۔

Play	**Playing.**
Swim.	**Swimming.**
Dance	**Dancing.**

1. **Swimming** is a good exercise. (Gerund)
2. A **swimming** boy is trying to save his life. (Present participle)

Boy کی حالت کو بیان کرنے والا لفظ **Swimming** ایک **adjective** ہے۔ اس لئے اسے **Present participle** کہتے ہیں۔

Present Participle ایک نامکمل کام کو بیان کرتا ہے۔ یا جاری کو۔

Past Participle: past participle ends with **ed, d t, or n** and is used to indicate an action as completed.

Verb	Past Participle
1. fade	**faded**
2. Write	**written**
3. Praise	**Praised**
4. Lose	**Lost**

Example:

The faded rose , A failed candidate, A retired officer, A withered flower, the lost keys.

Present - participle adjectives describe the feelings produced by an object or person. **Past- participle** adjectives describe the feelings of a person produced by an object, person or activity.

Perfect Participle:

A perfect participle is formed with **having + verb 3 form** to indicate an action as completed.

Verb	Past Participle
1. Write	**Having written.** (Active Voice)
2. Give	**Having given** (Active Voice)
3. Play	**Having been played** (Passive Voice)

Errors in the use of participle:

Dangling participle:

1. A participle must be related to some noun or pronoun. A participle has a subject and is related to this subject when used in a sentence.

Participle چونکہ **Adjective** کے معنی دیتا ہے۔ اس لئے اس سے پہلے کوئی فاعل (اسم یا اسم ضمیر) کا آنا ضروری ہے۔

Walking down the road, I heard the clock strike ten. (Incorrect)

اس فقرے میں **Walking, Participle** ہے لیکن **Walking** کے ساتھ کوئی فاعل نہیں لگا ہوا اس لیے ہم **Walking** کے ساتھ I لگا کر فقرے کو مکمل کریں گے۔

As I was walking down the road, I heard the clock strike ten.

فاعل لگانے کا طریقہ: فقرے کا دوسرا حصہ عام طور پر درست ہوتا ہے۔ اس میں فاعل دیکھیں۔ اگر فاعل نہ لگا ہو تو اپنے پاس سے کوئی فاعل لگائیں۔

فقرہ درست کرنے کا طریقہ:

اگر فقرے کے شروع میں **running, playing, sitting** یعنی **Present participle** لگا ہو تو ایسے فقرے کو **as** یا **While** سے شروع کریں۔ بعدازاں اپنے پاس سے فاعل لگا کر اور **Tense** کو دوسرے حصے کے **Tense** کے مطابق لگا کر حل کریں۔ اوپر والی مثال میں دوسرے حصے میں **Tense Past** ہے اس لئے فقرے کے پہلے حصے میں **Past Continuous** لگائیں۔

2. **Looking** at the beautiful painting, I drop the cup in my hand.
   As I am looking at the beautiful painting, I drop the cup in my hand.
3. Alarmed at the news, the police were called in.
   When we were alarmed at the news, we called the police.

اس فقرے میں **Alarmed, Past Particple** ہے۔ کام مکمل ہو چکا ہے۔ فاعل اپنے پاس سے لگائیں۔ یعنی **I, We, They** کوئی بھی لگا سکتے ہیں۔ شروع میں **When** یا **After** لگا کر فقرہ مکمل کریں۔

Having entered a room, a snake was seen. (Incorrect)
After we entered the room, we saw a snake. (Correct)
Being a rainy day, we stayed inside. (Incorrect)
As it was a rainy day, we stayed inside. OR (Correct)
It being a rainy day, we stayed inside. (Correct)

موسم کے فقرے میں فاعل ہمیشہ **It** آتا ہے۔

خلاصہ

فقرے کا پہلا حصہ　　　　فقرے کا دوسرا حصہ

Present Paticple

As / while + فاعل + (is, am, are, was, were) + ing ------>

Past participle OR Perfect Participle

When / After + فاعل + فعل کی دوسری یا تیسری فارم --------->

EXERCISE 21 (d)

Based on Participle

(d) Correct the following sentences:

1. Waiting for a bus, a brick fell on me.
2. Climbing down the tree, one of the eggs broke. **(P.U. 2001, 2015)**
3. Being a very hot day, I remained in my room. **(P.U. 2001, Gujrat 2014)**
4. Going up the hill, an old mosque was seen. **(P.U. 2001)**
5. After having crossed the river, we found the road clean. **(P.U. 2002)**
6. Having entered the house, the door ws shut at once. **(P.U. 2003)**
7. Sitting on the grass, a snake bit us.
8. Entering the room, I found the light quite dazzling.
9. Walking along the bank of the river, the road begins to rise (as one walks / is walking)
10. Being an honest man, the proposal strikes me as dishonest. (As I am an honest man)
11. Climbing down the stairs, he fell headlong. **(P.U. 2004)**
12. Delighted at the news, I rushed to inform my father.
13. Having heard about the incident, I rushed to the editor of the newspaper to inform him.
14. Opening the door, a serpent stings him.
15. Alarmed at the news, the police was informed. **(P.U. 2011)**

EXERCISE 21 (e)

Based On Infinitive, Gerund and Participle

(e) Correct the following sentences:

1. Ashraf kept himself away from the college.
2. It is time to immediately start this work. **P.U. 2008**
3. I dislike you coming over here time and again.
4. Sitting on the grass, a snake bit him.
5. I heard him to say so.
6. He bade me to do it.
7. I dare not to go there.
8. He prevented me to smoke.
9. Walking along the road, a scorpion (بچھو) stung him.

10. He is bent to do it. P.U. 2010
11. He succeeded to win the scholarship.
12. The principal refused acceding to my request. **(P.U. 2015)**
13. Do not prevent me to work.
14. I do not like him going there daily. **(P.U. 2015)**
15. Walking on the footpath, he saw a ten rupee note.
16. Playing and swimming, our vacation passed soon.
17. He is looking forward to meet me.
18. Entering the village from the eastern side, the school immediately comes into view.
19. After seeing the doctor, his head stopped aching.
20. Just before going to bed, the rain ceased. (بند ہو گئی)
21. Eating, a beggar appeared.
22. Lying in bed, the telephone rang.
23. I am afraid to lose my job.
24. He went to Lahore with a view to consult a doctor.
25. He has come for introducing a new scheme.

Check -list

Based on the use of Infinitive, Gernd and Participle

1. Do not split the infinitive.	Infinitive کے to کو verb کے ساتھ لگا رہنے دیں۔ to go, to run کے درمیان میں کوئی الفاظ مت لگائیں۔
2. Do not use 'to' of the infinitive before the following	need, dare, bid, let, make, must, can, shall, will, may, do, had better, rather, would sooner,
3. Use the possessive case of a noun and pronoun before gerund.	Gerund یعنی Noun سے پہلے possessive (her, my, our his, case یا possessive pronoun وغیرہ لگائیں۔
4. Always use infinitive with a clause showing purpose.	جس فقرے میں مقصد یا مدعا بیان کیا گیا ہو۔ وہاں Gerund مت لگائیں۔ بلکہ Infinitive استعمال کریں۔
5. Always use gerund with the following.	Persist in, fond of, bad at, refrain from, insist on, tired of, prohibit from, confident of, excel in etc.
6. Look forward to, with a view to	ان کے ساتھ Gerund لگائیں۔ یعنی فعل کی پہلی فارم کے ساتھ ing لگائیں۔ He looks forward to meet me. X He looks forward to meeting me. ✓
7. Present Participle	پہلا حصہ As / while + فاعل + Present Continuous یا Past Continuous
8. Past Participle and Perfect Participle	پہلا حصہ When / after + فاعل + tense .
9. Sentences with being or showing.	As / while + فاعل (It) موسم کے فقرے میں یا Being کے شروع والے فقروں کے ساتھ فاعل It لگائیں۔

(E) Errors in the Use of Verbs

Solved Examples

INCORRECT	CORRECT
1. We should not **cut jokes** in the class.	We should not **make jokes in the class.**
2. He **gave** a speech in the function.	He **delivered** a speech in the function.
3. He made a lecture.	He **gave** or delivered a lecture.
4. Please see my book.	Please **look at** my book.
5. He gave the examination and failed.	He **took** the examination and failed.
6. He took admission in the college.	He **got admission** in the college. He **was admitted** to the college.
7. He denied to do work.	**He refused** to do work.
8. He hanged th picture.	He **hung** the picture.
9. He **laid** in bed.	He **lay** in bed.
10. We **won** the enemy.	We **beat or defeated** the enemy.
11. The hen **has lain** an egg.	The hen has **laid** an egg.
12. The young boy **sank** into sea.	The young boy **drowned** into the sea.
13. The husband and wife do not **pull on** well together.	The husband and wife do not **get on** well together.
14. He was **plucked up** in English.	He **failed** in English.
15. They **made** a goal.	They **scored** a goal.
16. We should not **cut jokes** in the class.	We should not **make jokes** in the class.
17. My tooth is **paining.**	There is **pain** in my tooth.
18. He has a family **to work.**	He has a family **to work** for.
19. He has no business **to attend.**	He has no business **to attend.**
20. He was **plucked up** in mathematics.	He **failed** in mathematics.
21. My father is in the teaching line.	My father is in the teaching **profession.**

Useful Hints about the correct use of different verbs

1. **Deny** (کسی بات کی تردید کرنا، مُکر جانا)

   Refuse- (کسی کام کا انکار یا جرم کا انکار)

   Decline (دعوت یا پیشکش کا انکار)

   1. He **refused** the charge. (Incorrect)
      He **denied** the charge. (Correct)
   2. I aksed him to bring a glass of water but he **denied.** (Incorrect)
      I asked him to bring a glass of water but he **refused.** (Correct)
   2. I offered him a job, but he **refused.** (Incorrect)
      I offered him a job, but he **declined.** (Correct)

2. **Hang- (پھانسی دینا) Hanged - Hanged**

   Hang (کپڑے۔ لٹکانا) Hung- Hung, Hanging

Hang with **Hung** as **past tense** and **past participle** means to fix something at the top, leaving the other parts free, It is usually used of things like clothes, pictures, calendars or lights.

She **hung** the shirt on a hook. (Not hanged)

Hang with **hanged'** as past tense and past participle means to kill some one by dropping them with a rope around their neck or die in this way. (پھانسی دینا). He was 'hanged' for murder (Not hung)

(1) The river has **overflown** its banks.
The river has **overflowed** its banks.

Overflow کی تیسری فارم **Overflowed** ہے نہ کہ **over flown**۔

3. **Fly, flow**

fly	flew	flown	flying
flow	flowed	flowed	flowing

The river has **overflown** its banks.
The river has **overflowed** its banks.

4. **Borrow: Lend**

borrow something from somebody (کسی سے ادھار لینا)

lend something to somebody (کسی کو کوئی شے دینا)

lend somebody something

a. Can I lend your bicycle x
Can I borrow your bicycle. ✓

b. Borrow me your book for sometime.
Lend me your book for sometime.

5. I regret (افسوس کرنا)**at the** delay. (Incorrect)
I **regret** the delay. (Correct)

6. I know swimming. (Incorrect)
I know **how to** swim? (Correct)

جب کسی کام کا جاننا یا فن سے واقفیت ظاہر کرنا مقصود ہو تو درج know کے بعد **how to** لگایا جاتا ہے۔

7. The lecturer **made** a lecture. (Incorrect)
The lecturer **delivered** a lecture. (Correct)

Lecture دینے کے لئے **Deliver** یا **Give** کا لفظ لکھیں۔ جب کہ تقریر کرنے کے لئے **make a speech** لکھا جاتا ہے۔

8. I **regard** you my brother. (Incorrect)
I **regard** you **as** my brother. (Correct)

مندرجہ ذیل فعلوں کے بعد **as** لگائیں۔

Use **'as'** after the following verbs.

Describe, regard, treat, portray (تصویر کشی کرنا)

9. The police investigated **into** the case carefully. (Incorrect)
The police investigated the case carefully. (Correct)

10. A **series** of lectures **were** given. (Incorrect)
A **series** of lectures **was** given. (Correct)

A series (معنی) سلسلہ ہمیشہ واحد ہوتا ہے اس لئے اس کے ساتھ فعل واحد آتا ہے۔

11. He has ordered **for** a new watch. (Incorrect)
    He has **ordered** a new watch. (correct)
12. I **hope**, you will get fever today. (Incorrect)
    I **fear**, you will get fever today. (correct)
    کسی منفی کام کیلئے ہم **Hope** نہیں لگاتے۔ بلکہ **Fear** لکھتے ہیں۔ بخار چڑھنے یا فیل ہونے کیلئے منفی لفظ **fear** یا **doubt** لکھیں۔
13. He **saw** the picture with great admiration.
    He **looked** at the picture with great admiration.
    see بغیر کوشش کے کسی چیز کو دیکھنا, **Look at** کوشش کرکے دیکھنا۔ **Hear** بغیر کوشش کے سننا۔ **Listen** کوشش کرکے سننا۔

14. Lie, Lay

Root Verb	Past Simple	Past participle	Present Participle
1. Lie چت لیٹنا	lay	lain	lying
2. Lay کسی شے کو کسی جگہ پر رکھنا، لٹانا	laid	laid	laying
3. Lay انڈے دینا	laid	laid	laying
4. lie جھوٹ بولنا	lied	lied	lying

Note: Lie is an *intransitive verb* usually meaning '*to be in a flat or horizontal position on a surface.* (پاؤں پسار کر لیٹنا۔ کسی شے کو مخصوص حالت میں رکھنا یا اس طرح سے رکھنا کہ وہ سطح کو چھو سکے) It is confused with **lay**, which is transitive verb 'meaning' *to put in a particular position or on a surface.*

Transitive verb : فعل متعدی (The verb needs an object) مفعول کی ضرورت ہوتی ہے۔

He kills a snake. He flies a kite.

Intransitive verb فعل لازم - The verb does not need an object.

1. The baby sleeps in the cradle. 2. The sun shines in the east.

Incorrect	Correct
1. He **lays** here every morning.	He **lies** here every morning.
2. The boy **laid** on the bench.	The boy **lay** on the bench.
3. She **lay** her bag on the table.	She **laid** her bag on the table.
4. The books are **laying** on the table.	The books are **lying on** the table.
5. He was **lying** the carpet on the floor.	He was **laying** the carpet on the floor.

EXERCISE 22

Based on the Errors of Verbs (Advanced Exercise)

Correct the following:

1. He refused having taken my pen.
2. He denied to accept the invitation. **(P.U. 2004)**
3. My tooth is paining very badly. **P.U. 2007**
4. My sister is in the medical line. **(Gujrat 2010)**
5. I hanged the picture on the wall. **(Sargodha 2014)**
6. Open the knot. **(P.U. 2004, Sargodha 2014)**
7. The murderer was hung. **(P.U. 2013, 2015)**
8. I admitted my brother into school. **(P.U. 2002), (P.U. 2018)**
9. YOu should leave smoking. **(Gurjat 2010)**
10. When I parted with my friend, I felt sad.
11. They have come to take your leave.
12. I hope you are keeping good health. **(P.U. 2003)**
13. He has been operated in September. **(Gujrat 2013)**
14. She cuts a pencil. **(Gujrat 2010), (P.U. 2016), (P.U. 2018)**
15. He is a man of irons. **(P.U. 2006 group- I)**
16. He has a decent house to live.
17. I have a pen to write. **(Gujrat 2014)**
18. He has no bed to lie.
19. I have lain the book on the table. **(P.U. 2002)**
20. They made a goal.
21. I hope to get fever soon. **(Sargodha 2014)**
22. Good boys do not cut joke with one another. **P.U. 2008**
23. The doctor saw the pulse of the patient. **(P.U. 2001)**
24. Open the knot. **(Sargodha 2014)**
25. A log of wood is swimming in the river.
26. I said him good bye.
27. Good night, I am very glad to meet you. **(Gujrat 2011)**
28. I am studying the newspaper. **P.U. 2011**
29. The stream has over flown its banks.
30. I asked him not to repeat it again. **(Sargodha 2012)**
31. A knife is to cut. **P.U. 2008. Supple.**
32. I put out the light and went to bed. **P.U. 2008 Supple**
33. He gave a speech the other day. **(P.U. 2015)**
34. I cannot pull on my work. **P.U. 2008 Supple**
35. He is reading at the medical college. **P.U. 2010, 2011**
36. He made a goal against our college. **P.U. 2010**
37. He forbade me not to come. **(Sargodha 2014)**
38. You should leave smoking. **(Gujrat 2010)**
39. The teacher took a test of the student. **(P.U. 2011)**
40. I went to school but returned back immediately. **(Gujrat 2011)**

5. Errors in the Use of Adverbs

Adverb is a word which adds to the meaning of verb, adjective and adverb.

1. He worked hard. Adverb ایسے لفظ کو کہتے ہیں جو کسی فعل، اسم صفت یا کسی adverb کے معنی میں اضافہ کرے۔
2. He is quite intelligent. لفظ Hard فعل کی تعریف کر رہا ہے۔ اس لئے اسے adverb کہتے ہیں۔
3. He ruled very wisely. لفظ quite Adverb ہے۔ کیونکہ یہ اسم صفت intelligent کی تعریف کر رہا ہے۔

لفظ Very ایک اور adverb Wisely کی تعریف کر رہا ہے۔ اس لئے ہم very کو adverb کہیں گے۔

(A) Adverbs and Its Kinds:

1. Adverbs of manner.

جو adverbs لفظ how کا جواب دیں یا کیسے یا کس طرح کا جواب دیں Adverbs of manner کہلاتے ہیں۔

Quickly, slowly, lazily, carefully.

1. They walked quickly. 2. He did it very carefully.

2. Adverbs of Place

یہ الفاظ Where کا جواب ہوتے ہیں۔ اور کسی فعل کے واقع ہونے کے بارے میں بتاتے ہیں۔

In, Out, Without, Alone, Below, Inside, Outside, Forward, Onward, Elsewhere.

1. Speak again and I shall turn you out. 2. I shall stay here, till you reach there.
3. The crowd is found everywhere.

Adverbs سوال؟ When یعنی کب کا جواب دیتے ہیں۔

3. Adverbs of Time.

Even, Never, Now, Then, Since, Ago, Today, Tomorrow.

1. I saw him **today**. 2. **Never** shall I believe you. 3. **Yesterday** he was quite upset.

4. Adverbs of Numbers.

کسی فعل کے واقع ہونے یا اس کی استعداد کی طرف اشارہ کرتے ہیں۔

Twice, Often, Always, Never, Ever, Occasionally.

1. I **often** meet him. 2. They came to me **twice**. 3. I did it **seldom**.

5. Adverbs of Degree.

یہ Adverbs کسی فعل adjective یا دوسرے adverb کی تعداد، مقدار یا درجہ کی طرف اشارہ کرتے ہیں۔ یہ سوال how much کا جواب ہوتے ہیں۔

Fairly, Rather, Quite, Too, Hardly, Barely, LIttle, Much.

1. **Hardly**, I had finished the work, when he came.
2. He is **quite** right, I am very sorry.
3. It is **much** better to leave him alone.

The position of Adverbs

مندرجہ ذیل Adverb عام طور پر فعل کے قریب استعمال کریں۔

Seldom, Ever, Never, Occasionally.

1. I **often** visit my family. 2. He **seldom** comes to college.

لیکن اگر یہ adverb فعل to be کے ساتھ استعمال ہوں۔ یعنی is, am, are وغیرہ کے ساتھ تو پھر ان adverbs کو (is, am, are) کے بعد لکھیں۔

1. He is **always** sad. 2. He is **often** angry.

۲۔ Adverbs of Manner تقریباً فعل کے بعد استعمال کیے جاتے ہیں۔

1. They walked **quickly**. 2. We marched **slowly**.
3. He talked **wisely** but acted **foolishy**.

ج۔ **Adverbs of Time** زیادہ تر جملے کے آخر میں استعمال ہوتے ہیں۔ یا کبھی جملے سے پہلے۔

1. I go to college **daily**. 2. I cannot do it **just now**.
3. Get out **immediately**.

Still اور Yet کے لئے علیحدہ قوانین ہیں۔ **Yet** عام فقرے کے آخر میں استعمال کرتے ہیں۔

I have not received your letter **yet**.

یہ عام طور پر منفی جملوں میں استعمال کرتے ہیں۔
Still عام طور پر مثبت جملوں میں استعمال ہوتا ہے۔ یہ کسی عمل کے جاری رہنے کو ظاہر کرتا ہے۔

1. He is **still** reading. 2. He is **still** dancing.

Adverbs of Degrees عام طور پر اس **Adjective** یا **Adverb** سے پہلے استعمال ہوتے ہیں جن کی یہ تعریف کرتے ہیں۔

1. This **is** fairly a good book. 2. It **is too** cold to walk.

Errors in the Use of Adverbs
The Use of *'Very and Much'*

Very is used with:

1. **Adjective and adverbs** of the positive degree.

د۔ اسم صفت کی پہلی ڈگری اور معاون فعل **Adverb** کے ساتھ **'very'** لگائیں۔ مثلاً:

He is **much** happy today. (Incorrect)
He is **very** happy today. (Correct)
He is **much** fat (Incorrect)
He is **very** fat. (Correct)

2. Very is used with Present Participles.

ر۔ Very عام طور پر **Present Participles** کے ساتھ استعمال کریں۔
Present Participle کیا ہوتے ہیں؟
ایسے الفاظ جو فعل سے بنے ہوں اور **Adjectives** کے معنی دیں۔ مثلاً:

Interesting, charming, fascinating, loving, pleasing.

بنانے کا طریقہ: فعل کی پہلی فارم کے ساتھ **ing** لگائیں۔

Verb	**Present participle**
Please	**Pleasing**
Tire	**Tiring**
Charm	**charming**
Love	**Loving**

This book is **much** interesting. (Incorrect)
This book is **very** interesting. (Correct)

3. (a) **Much** is used before.
1. The comparative degree of adjectives and adverbs.

ج۔ **Much** اسم صفت کے تقابلی درجے کے ساتھ استعمال کریں۔
Adverb کے تقابلی درجے کے ساتھ استعمال کریں۔

1. I feel **very** happier today. (Incorrect)
I feel **much** happier today. (Correct)
2. This book is **very** better than that. (Incorrect)
This book is **much** better than that. (Correct)

(b). **Much is used before past participle.**

Past Participle: فعل کی تیسری فارم سے بنے ہوئے الفاظ جو **adjective** کے معنی دیں۔ مثلاً:

Present	Past Participle
1. Surprise	Surprised
2. Please	Pleased
3. Fade	Faded
4. Tire	Tired
5. Interest	Interested

1. I am **very** surprised at your failure. (Incorrect)
2. I am **much** surprised at your failure. (Correct)

INCORRECT	CORRECT
2. He is **very** obliged at my kindness.	2. He is **much** obliged at my kindness.
3. He is **very** better.	He is **much** better.
4. It is **much** interesting.	It is **very** interesting.
5. He is **much** happy.	He is **very** happy.

Some Exceptions to this rule

اگرچہ **Much** عام طور پر **Past Participles** کے ساتھ استعمال ہوتا ہے۔ جو **adjective** کے معنی دیتے ہوں۔ لیکن اس کے لئے مندرجہ ذیل الفاظ استثناء ہیں۔ نیچے دیئے ہوئے الفاظ میں **Very** زیادہ مناسب ہوتا ہے۔

Grieved, Pained, Pleased, Delighted, Tired.

EXERCISE 23

Correct the following sentences:

1. He is **much** happy today.
2. It is **much** entertaining.
3. This sight is **much** charming.
4. The patient is **very** better now.
5. It is a **much** hot to day. **P.U. 2010, 2011**
6. I am **much** pleased to hear this.
7. He is **very** obliged to me.
8. This book is **much** interesting.
9. I am **very** surprised at your result.
10. He is more better than I. **(P.U. 2014)**
11. He is **much** grieved to know my tragedy.
12. He was **much** tired.
13. I am **much** pained to know your result.
14. This water is **very** colder than that.
15. I am **much sorry** to hear this.

The common mid sentence adverbs are

always
occasionally (کبھی کبھار)
generally
already
finally
sometimes
rarely (کبھی)
never
just
usually
often
frequently (اکثر اوقات)
ever, probably

Position of mid sentence adverbs

i. With ordinary verbs and with have, we place them between the **subject** and the verb.
   a. He **usually** has a cup of tea.
   b. She **always** comes to the office in time
   c. They **rarely** go to cinema..

ii. With verb **be** *(is, are, am, was, were)* we place these adverbs after these verbs.
   He is **always** late.
   She is **rarely** absent.
   They are **never** lazy.

iii. When there is a helping verb + real or main verb, we place these adverbs between the helping and the main verb.
   a. She **has often phoned** me.
   b. The boy has finally **finished** his homework.

مندرجہ بالا **adverbs** عام طور پر فعل سے پہلے آتے ہیں۔ لیکن **Helping Verb** کے بعد آتے ہیں۔

INCORRECT	CORRECT
1. He speaks truth **always.**	He **always** speaks truth.
2. He makes mistake seldom.	He **seldom** makes mistake.
3. He went there never.	He **never** went there.
4. He always is happy.	He **is** always happy.

6. Two **negatives** destroy each other and hence two negatives should not be used in one sentence.

کسی فقرے میں دو Negatives استعمال نہیں کرتے۔ دوسرے حصے میں any لگائیں۔

INCORRECT	CORRECT
1. I could not find him **now here.**	I could not find him **anywhere.**
2. We did not find no **wisdom** in it.	We did not find **any wisdom** in it.

Use of Pair of adverbs

7. **Ago, before,** (پہلے)

Ago is used to denote the period of time measuring from now. It means in the past or 'before now.'

ماضی میں متعین وقت کو ظاہر کرنے کے لئے

Before means **'before then'** or at any earlier time.

a. I got Najmas letter three days ago. She **had** posted it a month before.
b. Have n't we met before.

We usually use the adverb **before** with a perfect tense.

جب کہ **Ago** **past simple** کے ساتھ استعمال ہوتا ہے۔

غیر متعین وقت کو ظاہر کرنے کے لئے

INCORRECT	CORRECT
1. He died two years **before.**	He died two years **ago.**

8. **Too, Very**

The adverb **"too"** means *'more than enough'* and it is used to *'convey a negative meaning.'* If we want to convey a positive meaning, the word **"very"** should be used.

Too کا مطلب ہے اتنا زیادہ کہ یعنی منفی مطلب میں جو قابل برداشت نہ ہو۔ وہ اتنا کمزور ہے کہ چل نہیں سکتا۔ (کمزوری کی آخری شکل) پانی اتنا ٹھنڈا ہے۔ کہ پیا نہیں جا سکتا۔ (ٹھنڈک کی آخری حد۔ نارمل حالت میں جب کوئی شے ہو تو Very لگائیں۔

INCORRECT	CORRECT
1. He is **too** weak.	He is **too** weak to walk.
2. He is **too** glad.	He is **very** glad.

too والے فقرے میں ہمیشہ مصدر **Infinitive** لگائیں۔

مصدر بنانے کا طریقہ

فعل کی پہلی فارم کے ساتھ to لگائیں۔

Go	to go	(Infinitive)
Walk	to walk	
Run	to run.	

9. **Adverbs with two different meanings.**

بعض **Adverbs**، **ly** کے ساتھ آتے ہیں۔ لیکن بعض **ly** کے بغیر۔ دونوں کے معنوں میں کافی فرق ہوتا ہے ان پر بھی غلطیوں کا احاطہ کیا جاتا ہے۔ **ly** کے بغیر **Adverbs** بطور **Adjective** استعمال ہوتے ہیں۔

1. **Close, near** (قریب)

   Closely: carefully. (احتیاط کے ساتھ)
   He sat **closely** to the stage. (Incorrect)
   He **sat close** to the stage. (Correct)
   He examined the paper close. X
   He examined the paper closely. ✓

2. **Hard, hardly**

   Hard: as an adjective means firm and stiff; difficult to do or understand (سمجھنے میں مشکل)
   The surface of this cable is **hard.**
   This is a **hard** question to understand.
   Hard: as an adverb. It means with a lot of effort or force (سخت محنت اور کوشش کے ساتھ)
   She worked hard (not hardly) near the examination.
   Hardly: means very lttle' or almost not (بمشکل)
   She **hardly** studied اس نے بمشکل پڑھائی کی۔ یعنی بہت تھوڑی پڑھائی کی۔
   I could **hardly** believe the news. میں نے اس خبر پر بمشکل یقین کیا۔

3. **Late, Lately, recently**

   Late: (تاخیر سے) The adjective **'late'** usually means after the usual, planned or expected time. (متوقع یا طے شدہ وقت سے تاخیر)
   All the trains are late today.
   Late (تاخیر)**:** as an adverb. It has the same meaning as an adjective
   I had to work **late** last night.
   Lately : is an adverb meaning **'recently'**. It is usually with a perfect tense.
   Have you seen your uncle **lately?**
   Recently: is a adverb meaning 'not long ago'. It may be used with the simple past or the present perfect.
   I have n't read any novel **recently.**
   I met my uncle recently.

4. **Good, Well:**
   Good is an adjective. The adverb is well
   a. Her English is **good.**
   b. She speaks English **well.**
5. **Alone, Lonely**
   Alone is a predicative adjective.
   She is **alone** in the house.
   Alone as an adverb.
   She lives **alone** in the house.
   Lonely is an adjective. It means 'sad'.
   She lives a **lonely** life.
6. **High** (بلند), **Highly** - greatly (مرتبے کے مطابق بلند)
   The plane flew **highly** over the mountains. (Incorrect)
   The plane flew **high** over the mountains. (Correct)
7. **Dear** (مہنگا), **Dearly** (پیارا)
   This scheme will cost us **dearly.** (Incorrect)
   This scheme will cost us **dear.** (Correct)
8. **Warm** (گرم), **Warmly** (گرم جوشی)
   I feel **warmly** at your arrival. (Incorrect)
   I feel **warm** at your arrival. (Correct)
9. **Sweet** (میٹھا), **Sweetly** (پیارا)
   Sugar tastes **sweetly.** (Incorrect)
   Sugar tastes **sweet.**(Correct)
   The mother kissed her daughter **sweet.** (Incorrect)
   The mother her daughter **sweetly.** (Correct)
10. **Free** (مفت), **Freely** (آزادانہ)
    Books were given **freely.** (Incorrect)
    Books were given **free.** (Correct)
11. **Direct** - with out stopping (سیدھا),
    Directly - in a direct manner (فورا)
    The action against him was taken **direct.** (Incorrect)
    The action against him was taken **directly.** (Correct)

Use adjectives, not adverbs after the following verbs.

10. Note: An adjective not an adverb is generally used to complete the meaning of the following verbs and to describe their subject. **to be (is, are, am) become, seem, look**

مندرجہ ذیل افعال کے بعد اسم صفت لگائیں۔ **Adverb** مت لگائیں۔

1. The story of Salma **is** sad. (adj)
2. Suddenly he **becomes** silly. (adj)
3. Their situation **seems desperate** (adj)
4. The plot increasingly **appeared** absurd. (adj)

حسیاتی فعلوں (sensory verbs) کے بعد بھی Adjectives لگاتے ہیں۔

Feel . taste, sound, look, smell, and verbs like remain, prove, and grow,

1. Saleem **felt** happy.
2. His arrangement to defeat his enemy **sounds** good.
3. She **looks** beautiful.
4. This foot **tastes** good.
5. This sauce **smells** sweet.

However, If the manner of **feeling, tasting and the like** is required, an adverb should be used.

1. I feel **bad,** (adj) means poor health.
   I feel **badly.** (adv) means the sense of touch is impaired.

EXERCISE 24

Correct the following sentences.

1. Please come nearly.
2. The flowers smell sweetly. **(P.U. 2001 Group I)**
3. This hardly won liberty is not to be wasted.
4. He is working hardly to win a scholarship.
5. He is a coward boy. **P.U. 2009**
6. Tennis ball bounces highly as compared to the cricket ball. **(P.U. 2003)**
7. He did not go nowhere.
8. I did not have no money in my pocket.
9. I never remember to have seen a more exciting cricket match.
10. Do you know to cool?**(P.U. 2018)**
11. Amjad plays good. **(P.U. 2012, 2013)**
12. He behaved cowardly. **(P.U. 2004 group II)**
13. When Amjad or his brother visits us, we are delighted.
14. Bashir's business was hit hardly by strikes. **(P.U. 2003)**
15. She is not clever to do it. **(Gujrat 2010)**
16. He knows swimming.
17. He ran fastly. **(Gujrat 2013)**
18. He spoke good on the occasion. **(Sargodha 2012)**
19. He only is responsible on this act. **P.U. 2008 Supple P.U.2009.**
20. You are intelligent to solve this sum. **(Gujrat 2010)**

(B) Some common pitfalls in the Use of Adverbs

1. He seldom (کبھی کبھار) or ever (ہمیشہ) comes to college.
   He seldom or **never** comes to college.

Seldom کے بعد Never لگاتے ہیں۔ اگر کوئی شخص کسی کام کو ہمیشہ کرے تو کیا وہ اسے کبھی کبھار بھی کرسکتا ہے۔ اس کا جواب ہے ایسا ممکن نہیں۔ اس لئے ہم seldom کے ساتھ ever نہیں لگا سکتے۔

2. I never remember having met him.
   I **do not remember** having met him.

Never کی جگہ پر عام طور پر Tense کے مطابق Negative لگایا جاتا ہے۔ Present Tense میں Negative بنانے کے لئے do not یا does not استعمال کیا جاتا ہے۔

3. My son **of course** won the prize.
   My son **certainly** won the prize.

Of course عام طور پر کسی منطقی نتیجے کو ظاہر کرتا ہے۔ مثلاً:

He is ill, of course, he cannot come.

چونکہ وہ بیمار ہے اس لئے بیماری کے نتیجے کے طور پر وہ نہیں آ سکتا۔ جب کہ certainly کسی چیز کے یقینی ہونے کو ظاہر کرتا ہے۔

(a) Aslam is **of course** a good student. (Incorrect)
Aslam is **certainly** a good student. (Correct)

4. The air today is cold for me. (Incorrect)
The air today is **cold enough** for me. (Correct)

Enough کا مطلب ہوتا ہے ایک خاص حد تک۔ یعنی جتنا عام آدمی برداشت کر سکے۔

The bridge is **quite** dangerous. (Incorrect)
The bridge is **very** dangerous. (Correct)

6. I care a straw for it. (Incorrect)
I do not care a straw for it. (Correct)

7. The loss hit him **hardly.** (Incorrect)
The loss hit him **hard.** (Correct)

(Adverb کی hard, ہے نہ کہ hardly)

8. I hate this **equally** as well as that. (Incorrect)
I hate this **as well as** that. (Correct)

9. You have been very **kind enough** to help me. (Incorrect)
You have been very **kind** to help me. (Correct)

Enough کی بجائے Very

10. **The whole** Pakistan feels deeply wounded.
The whole of Pakistan feels deeply wounded.

proper noun کے ساتھ **the whole of** استعمال کریں۔

Enough, Not, How, More.

مندرجہ بالا **adverbs** کو فقروں میں غلطی سے خارج کر دیا جاتا ہے۔

He knows driving. (Incorrect)
He knows **how to drive.** (Correct)

(a). You are not clever to do it. (Incorrect)
You are not **clever enough** to do it. (Correct)

The adverb **enough** means 'as much as is necessary.' Enough usually goes after adjectives and adverbs.

(b). I know **to make** the best of it. (Incorrect)
I know **how to** make the best ot it. (Correct)

(c). He is waiting for a better and promising opportunity. (Incorrect)
He is waiting for a better and **more promising** opportunity. (Correct)

(13) By and by; means, long before, soon. (جلدی)

They will arrive here **by and by.**

This adverb means **soon** (جلدی) and therefore should not be used in the sense of **little by** little or gradually or **one by one.**

INCORRECT	CORRECT
1. The visitors went away **by and by.**	The visitors went away one by one.
2. He recovered his health by and by.	He **gradually** recovered his health.
3. The water all flowed out by and by.	The water all flowed out **little by little.**

(14) The word **'only'** should be placed before the word it modifies.

Only اس لفظ سے پہلے لگائیں جس کی یہ تعریف کرتا ہے۔

He **only** directed the films. (وہ فلموں کو ڈائریکٹ کرنے کے علاوہ کچھ نہیں کرتا)

Only he directed the films. (صرف وہی فلمیں ڈائریکٹ کرتا ہے۔)

EXERCISE 25

Based on the errors of adverbs

Advanced Exercise

Correct the following sentences:

1. The students left the hall by and by.
2. No one can write as neat as he does. **(Sargodha 2013)**
3. He treated me miserly.
4. Wheat sell dearly now-a-days.
5. He came quicker than I expected. **(P.U 2003)**
6. I believe you are better now. **(P.U. 2011)**
7. This draw back can alone be removed by hard work. (use only)
8. Do you know to cook? **(P.U. 2013)**
9. Ali's business was hardly hit by strikes.**(P.U. 2018)**
10. This letter is bad written. **(Gujrat 2011)**
11. The vehicles run fastly on the motor way. **(Gujrat 2011)**
12. He is hardly hit by the hand's failure. **P.U. 2007**
13. She sings good. **(P.U. 2018)**
14. He comes late often. **(P.U. 2013)**
15. He goes there never. **(P.U. 2012)**
16. Is he the strongest man in his village? Or course, he is.
17. He has only slept three hours.
18. This water is very hot to drink.
19. The rotten mangoes smell badly. **P.U. 2008**
20. I only did two sums. **(P.U 2005)**

Check -list

In the Use of adverbs

ایڈورب کے بارے میں اپنے علم کو تازہ کریں۔

1. The use of very, much.	Adjective, **Very** کی پہلی ڈگری اور ing والے Adjectives کے ساتھ لگائیں۔ Adjective, **Much** کی دوسری ڈگری اور Past Participle کے ساتھ۔ یعنی فعل کی تیسری فارم جو Adj کے معنی دے
2. Before, Ago	Ago متعین مدت کے لئے اور before غیر متعین مدت کے لئے
3. Too, Very	Too, more than excess ناخوشگوار حد تک زیادہ۔ منفی مطلب کے ساتھ بعد ازاں Infinitive لگائیں مثبت الفاظ کے ساتھ very لگائیں۔
4. Seldom, or Never	Seldom کے بعد اگر Ever آئے تو اسے کاٹ کر **never** لکھیں۔
5. Two Negatives cancel each other	کسی فقرے میں دو Negatives مت لگائیں۔ دوسرے Negative کو any سے بدل دیں۔

6. Adverb of time	Seldom, always, often, Sometimes, frequently, never etc فعل سے پہلے لگائیں لیکن Helping verbs فعل (to be) کے بعد۔
7. The use of never for 'not' is incorrect	Not کی جگہ پر never مت لگائیں۔
8. Quite	Quite کی جگہ پر very لکھیں۔ کیوں کہ Quite کا مطلب ہے۔ completely۔
9. Enough	Adverb کے بعد Enough لگایا جاتا ہے۔ مثلاً Clever Enough
10. Adv, with 'ly' without, 'ly' have different meanings.	ly اور ly کے بغیر والے adverbs معنی مختلف ہوتے ہیں۔
Close - قریب۔	
Closely احتیاط سے	
Hard - سخت	
Hardly بمشکل	
Late دیر سے (وقت کی طرف اشارہ کرتا ہے)	
Lately - حال ہی میں۔	
HIgh- بلند (اونچا)	
Highly۔ مرتبے کیلئے	
Dear مہنگا۔	
Dearly پیارا۔	
Warm گرم۔	
Warmly گرمجوشی	
Sweet میٹھا۔	
Sweetly پیارا۔	
Free مفت۔	
Freely آزادانہ۔	
Direct سیدھا۔	
Directly فوراً	
Always use how to	کسی آرٹ یا فن کو سیکھنے کے لئے how to لگائیں
Never Use by and by for gradually	by and by کے معنی ہوتے ہیں جلدی (not long before) gradually یا slowly کے معنوں میں اسے مت استعمال کریں۔

6. Errors in the Use of Preposition

(a). Definition and form

A preposition is a word placed before a Noun and Pronoun to show its relation to some other word in the sentence.

پرپوزیشن (حرف جار) اس لفظ کو کہتے ہیں۔ جو اسم یا اسم ضمیر سے پہلے استعمال ہوتا ہے کہ اور یہ کسی دوسرے لفظ سے تعلق کو ظاہر کرتا ہے۔

The book is **on** the table.

The water is **in** the glass.

مندرجہ ذیل فقرات میں on اور in ایسے ہی Prepositions ہیں جو میز اور گلاس سے کتاب اور پانی کا تعلق ظاہر کرتے ہیں۔

Prepositions are of five different forms.

Prepositions کی پانچ مختلف شکلیں ہیں۔

1. Simple 2. Double 3. compound 4. Participle 5. Phrase Prepositon

(1). **Simple Prepositions:** In, it, with, by, of, from, up, to, after, over, under, from, within,

(2). **Double Prepositions:** are used when simple prepositions do not serve the purpose. Double prepositions are: **into, onto, within, outside, etc.**

(3). **Compound Prepositions:** Within, Inside, outside, beneath etc.

(4). **Participle Prepositions:** Present or past Participles are used as prepositions such as pending, during, except, concerning, regarding etc.

(5). **Phrase Prepositions:** Some times two or more words, followed by a preposition, make a phrase, The preposition thus used in are called **phrase preposition.**

Examples: Inspite of, by means of, in front of , in opposition to, with reference to.

(1) **Prepositions of Place**

مندرجہ ذیل الفاظ **Prepositions of Place** کے طور پر استعمال ہوتے ہیں۔

on, over, above, in, under, against, beside, across, at

1. The paper is **on** the table means in contact with the surface of the table. (میز کی سطح کیساتھ چھوتا ہوا)
2. The paper is **over** the table means not in touch with the table. میز کی سطح سے تھوڑا سا بلند، چھوئے بغیر
3. The paper is **above** the table means **little over** the table. میز کی سطح سے اوپر
4. The paper is **in** the table means inside the drawer. (دراز کے اندر)
5. The paper is **under** the table means on the floor but within the area covered by the table. (فرش پر لیکن میز کی حدود کے اندر رقبے میں)
6. The paper is lying **against** the table means resting against or in touch with.
7. The paper is lying **beside** the table means near the table but very close to it. (میز سے بالکل قریب)
8. He walked **across** the park means stretching from one side to another. (ایک حد سے دوسری حد تک)
9. **Through:** I passed **through** the park means not in any specification. (کسی جگہ سے گزرنا بغیر کسی متعین طریقے سے)
10. He lives **at** Lala Musa in Gujrat.

In زیادہ تر بڑے شہروں، ملکوں اور قصبوں کے لئے استعمال ہوتا ہے۔ جب کہ at چھوٹی جگہوں کیلئے

(2). Prepositions of time:

یہ Prepositions ہیں جو وقت کو ظاہر کرتے ہیں۔

At, An, In, By, After,

1. I shall reach the college at 10:30

متعین وقت کو ظاہر کرتا ہے۔ یعنی میں ٹھیک وقت 10:30 بجے کالج پہنچ جاؤں گا۔

2. I shall reach the college by 10:30.

یعنی میں 10:30 بجے تک کالج پہنچ جاؤں گا۔ اس سے پہلے بھی پہنچ سکتا ہوں لیکن اس سے زیادہ دیر نہیں ہوگی۔

At: At six O clock, at noon, at midnight.

On: On Monday, On July 29th, On Eid day.

دن کو ظاہر کرنے کے لئے

In: In August, in winter, In the morning, In the evening.

مدت یا عرصے کو ظاہر کرنے کے لئے

At night, At Eid (the period of a certain date)

On the morning / Afternoon / Evening of a certain date.

He reached the college **on the morning of** 21st August

In Time: He reached the station **in** time.

In time سے مراد مقررہ وقت سے پہلے۔

On Time: He reached the station **on** time.

On time سے مراد عین وقت مقررہ پر

Since: 1. I have been lying in this house **since** 1990.

2. I have taken nothing **since** morning.

Since کسی کام کے آغاز کو ظاہر کرتا ہے۔ جب کہ کام کسی متعین وقت سے شروع ہو رہا ہو since لگائیں۔ یہ عام طور پر Present Perfect tense کے لئے مخصوص ہے۔

For: 1. I did not speak to my brother **for two** days.

2. It has been raining for the **last three** days.

3. He will visit me for a week.

From اس وقت کیلئے استعمال ہوتا ہے۔ جو گزر گیا ہو جو گزر رہا ہوں یا مستقبل میں گزرے گا۔ یہ غیر متعین عرصے کو ظاہر کرتا ہے۔

From: 1. The college was closed from 5th to 23rd of this month.

2. I shall join you from next month.

3. He started reading from the age of sixteen.

From اس وقت لگتا ہے۔ جب وقت کا تعلق کسی بھی زمانے سے ہو اور فعل کی کوئی بھی صورت ہو۔

Since اور From میں فرق کو ظاہر کرتے وقت یہ خیال رکھیں کہ دونوں الفاظ قطعی طور پر مقرر شدہ تاریخ یا دن یا وقت کے ساتھ استعمال کئے جاتے
Since اس بات کی طرف اشارہ کرتا ہے کہ وقت ابھی ختم نہیں ہوا۔

1. He **has been** off duty **since** November.

From بھی کسی مقرر شدہ تاریخ یا وقت کی طرف اشارہ کرتا ہے۔ مگر اس کے ساتھ ایسی صورت میں لفظ Till یا Until لگتا ہے۔

The bank was closed from the 5th **till 3rd** of the month.

During: (1) He disturbed me during the course of action.

During اس وقت کی نشان دہی کرتا ہے۔ جو گزر رہا ہو۔

(3). Prepositions of Manner

Prepositions of manner جملے میں ذریعہ یا طریقے کا اظہار کرتی ہے۔

1. We travel **by** bus/ train/ boat/ sea/ plane/ air.
2. We travel **on** horseback, on foot, on a bicycle, or by bicycle.
3. We arrive **in** a country or town.
4. We arrive **at** any destination e.g. an address, a hotel, theatre, or station.
5. We get **in/ into** a public or private vehicle (enter)
6. We get **out of** public or private vehicle. (alight)

(4). Prepositions of directions & the use of some other prepositions:

یہ Prepositions کسی چیز کا رخ بتانے کیلئے استعمال ہوتی ہیں۔

In, Into, toward, Infront of, off.

1. He is **in** the room.

In ان چیزوں کے لئے استعمال کرتے ہیں جو ساکن ہوں۔

2. He jumped **into** the river.

Into ایسی چیزوں کے استعمال کرتے ہیں۔ جو متحرک ہوں۔

3. I killed the cat **of** my relative.

Of, Off ملکیت کیلئے۔

4. The branch of the tree was broken **off.**

Off علیحدگی یا کاٹ کر علیحدہ کر دینے کے معنی میں استعمال کرتے ہیں۔

5. The cat ran **towards** the rat.

Towards رخ کو ظاہر کرنے کے لئے

6. He is standing **behind** the curtain.

Behind جگہ کے لئے استعمال کرتے ہیں۔

7. He was killed **by** the robber.

by کسی شخص یا کام کرنے والے کے لئے۔

8. He was killed **by** the robber **with** a hatchet (کلہاڑا)

With اوزار کے لئے۔

9. **Som very useful hints about the use of Prepositions,**

مندرجہ ذیل Prepositions ذیل میں دیے گئے چارٹ کے مطابق ذہن نشین کر لیں۔ امتحانی نقطہ نظر سے یہ چارٹ بہت مفید ہوگا۔

At: مندرجہ ذیل اہم لفظوں کے ساتھ استعمال ہوتا ہے۔

Aim, laugh, Rejoice (خوشی منانا), Sneer (مذاق اڑانا), Jeer (مذاق) Knock, Alarm.

1. He aimed **at** (نشانہ لگانا) the pigeon but missed it.
2. He laughed **at** (خوشی منانا) my folly (حماقت).
3. He rejoiced **at** (خوش ہونا) my success in the examination.

4. He sneered **at** (نفرت کرنا، مذاق اڑانا) the shortcomings of his officer.
5. Do not jeer **at** (مذاق اڑانا) the poor.
6. Who knocked **at** the door?
7. The thief was alarmed **at** (خوفزدہ ہونا) the sight of policeman.

For:

Eligible, Hope, Compete, Apologise, Famous, Notorious, Long.

8. Women are not **eligible** (اہل) **for** this post.
9. Please hope **for** (امید رکھنا) the best
10. He should compete **for** (مقابلہ کرنا) the essay competition.
11. He apologised **for** (معافی مانگنا) his silly behaviour.
12. He is famous **for** (مشہور) singing.
13. He is notorious **for** (بدنام) gambling.
14. He longs **for** (خواہش کرنا) old days of childhood.

From:

Alight, Disqualified, Different, Prohibit, Differ.

15. He alighted **from** (اترنا)the train at 6 a.m.
16. He is disqualified **from** (نااہل قرار دینا) constesting the election.
17. The animals are different **from** (مختلف ہونا) birds in their habits.
18. He prohibited me **from** (منع کرنا) smoking.
19. Cats differ **from** (شکل و صورت) dogs sharply.

In:

Consist, Persist, Absorbed, Excel, Confide, Indulge.

20. Happiness consists **in** (غیر مادی اشیاء پر مشتمل) peace of mind.
21. He persisted **in** (اصرار کرنا) going to Lahore in the evening.
22. He was absorbed **in** (جذب ہو جانا، انہماک ہو جانا) his study when I went there.
23. She excels **in** (سبقت لے جانا) others in singing.
24. I confide **in** (بھروسہ کرنا) your honesty.
25. He is proficient **in** (ماہر ہونا) music.
26. I do not indulge **in** (محو ہونا) day dreams.

Of:

Accuse, Approve, Ashamed, Avail, Boast, Consist, Devoid, Jealous, Seek, Proud Ignorant, Die.

27. He was accused **of** (الزام لگانا) theft.
28. I do not approve **of** (تائید کرنا) your conduct.
29. I am not ashamed **of** (شرمندہ ہونا) my deeds.

30. You should **avail** yourself **of** (موقع سے فائدہ اٹھانا) this opportunity.
31. He boasts **of** (شیخی مارنا) his wealth.
32. This room consists **of** doors and almarahs.
33. He is devoid **of** (محروم ہونا) good sense.
34. He is jealous **of** (حسد کرنا) my success.
35. He is sick **of** (تنگ کرنا) leading a lonely life.
36. I am proud **of** (فخر محسوس کرنا) your ability.
37. He is ignorant **of** (بے خبر ہونا) of my success.
38. He died **of** cholera (ہیضہ).

On:

Congratulate, insist, Go on, Defend, Revenge.

39. I **congratulated** him **on** his success.
40. I **insisted** (اصرار کرنا) **on** his going there.
41. The prices of petrol **went on** increasing.
42. Do not **depend on** (انحصار کرنا) the labour of others.
43. I took revenge **on** (انتقام لینا) my enemy.

To:

alive, applicable, kind, sensitive, devoted, listen, injurious, hostile, prefer, addict.

44. He is **alive to** (باخبر) the situation.
45. This law is not **applicable to** (لاگو ہونا) the new situation.
46. Be kind **to** the animals.
47. He is sensitive **to** (حساس ہونا) cold.
48. He is devoted **to** (وقف کرنا) the study ot music.
49. Please, listen **to** (توجہ دینا) me.
50. Smoking is **injurious** (نقصان دہ) **to** health.
51. He is **hostile to** (نااتفاق) the country.
52. I prefer tea **to** milk.
53. He is addicted **to** (بری عادت کا شکار) gambling.

With:

Agree. Compete, Comply, Familiar, Quarrel, Gifted, Overwhelm.

54. I agree **with** you in this matter.
55. I competed **with** (مقابلہ کرنا) him in the essay competition.
56. I complied **with** (حکم کی تعمیل کرنا) his instructions.
57. I am familiar **with** (آشنا ہونا) the figure of postman.
58. Do not quarrel **with** your neighbour.
59. He is gifted **with** (عطا ہونا) the power of speech.
60. He is **overwhelmed with** grief at the death of his mother.

Part B

Common Pitfalls in the use of prepositions.

Do not say Incorrect	Meanings	Always say Correct
1. Adherence of	چمٹا رہنا	Adherence to
2. Aim for	نشانہ لگانا	Aim at
3. Attended by	اشیاء کے لئے	Attended with
4. Congratulate for	مبارک باد دینا	Congratulate on
5. Conducive of	تقویت دینا	Conducive to
6. Disgust at	نفرت کھانا	Disgust with
7. Different to	مختلف ہونا	Different from
8. Embarrassed at	پریشان ہونا	Embarrassed
9. End by	ختم ہونا	End with
10. Equal with	برابر	Equal to
11. Familiar to	آشنا ہونا	Familiar with
12. Ill of	بیمار ہونا	Ill with
13. Invitation for	دعوت دینا	Invitation to
14. Involved by	پھنس جانا	Involved in
15. Judged on	اندازہ لگانا	Judged by
16. Protest at	احتجاج کرنا	Protest against
17. Suffer with	مبتلا ہونا	Suffer against
18. Tendency for	رجحان ہونا	Tendency to
19. Tolerant to	رواداری رکھنا	Tolerant of
20. Inferior than	کمتر ہونا	Inferior to

Gerunds After Preposition:

Infinitive (مصدر)	Gerund (حاصل مصدر)
To go	Going
To run	Running
To play	Playing

When a verb is placed immediately after a preposition, it must be in the form of gerund.

جب Preposition کے فوراً بعد فعل لگایا جائے تو وہ gerund کی شکل میں ہونا چاہیے۔ یعنی فعل کی پہلی فارم کے ساتھ ing کا اضافہ کریں

Look at the following Sentences:

1. He insisted **on** seeing her, (to see is incorrect)
2. I have no objection **to hearing** your story. (**to hear** is incorrect)
3. He is good **at** telling tales. (**to tell** is wrong)

He is accused **of** smuggling. (**Accused** to is wrong)

5. She is fond **of** climbing . **(to climb** is wrong)
6. I cannot go **on** bathing here. **(to bathe** is wrong)
7. I prevented him **from** going there. **(to go** is wrong)
8. Are you afraid **of talking** to him? **(to talk** is wrong)
9. I am quite used **to** waiting in queues. **(to wait** is wrong)
10. Do not feel like going **for** a swim. **(to swim** is wrong)

(c) **Some pitfalls in the use of prepositions.**

INCORRECT	CORRECT
1. He ordered **for** my dismissal.	He **ordered** my dismissal.

Order کے بعد کوئی **Preposition** استعمال نہیں کرتے۔ اگر فعل کے طور پر آئے۔

2. The book **resembles** to that.	The book resembles that.

Resemble اگر فعل کے طور پر آئے تو اس کے ساتھ کوئی **Preposition** استعمال نہیں کرتے۔

3. I shall inform **to** your father.	I shall inform **your** father.

Inform اگر فعل کے طور پر آئے تو اس کے ساتھ کوئی **Preposition** استعمال نہیں کرتے۔

4. I am tired **with** his work.	I am tired **of** my work.

Tired with تھک جانے کے لئے استعمال کیا جاتا ہے۔ جب کہ **Tired of** کسی کام سے بیزار ہونے کے لئے۔

5. He was angry upon me.	He was angry **with** me.
6. He complained **upon** me.	He complained **against** me.
7. Write **with** ink.	Write **in** ink.
8. He was acquitted **from** the charge.	He was acquitted **of** the charge.
9. I addressed **to** him in harsh words.	I addressed him in harsh words.
10. She burst **in** tears.	She burst **into** tears.
11. He died **from** fever.	He died **of** fever.
12. He died **with** hunger.	He died **from or of** hunger.
13. She parted **with** her friends.	She parted **from** her friends.

Part from کسی شخص سے جدا ہونے کے لئے استعمال کرتے ہیں۔ جب کہ **part with** کسی شے سے جدا ہونے کے لئے استعمال کرتے ہیں۔

14. He comes from a good family.	He comes **of** a good family.
15. He met me **in** the way.	He met me **on** the way.
16. Copies of testimonials are enclosed.	Copies of testimonials are **enclosed with.**
17. The scholarships were competed.	The scholarships were **competed with.**
18. You should not violate **against** the rules.	You should not **violate** the rules.
19. You should not boast your car.	You should not **boast of** your car.
20. Have you **disposed** (بیچ ڈالنا) your car.	Have you **disposed** (بیچ ڈالنا)of your car.
21. Your conduct does not **admit** any excuse.	Your conduct does not **admit of** any excuse.

Gerunds preceded by preposition

22. He persisted to say this.	He persisted **in** saying this.
23. He should refrain to do evil.	24. He should refrain **from** doing evil.
24. They prohibited (منع کرنا، روکنا) me to borrow a cycle.	**They prohibited me from borrowing** a cycle.

25. Do not prevent me to work.	Do not prevent me from **working.**
26. I insisted to go there.	In insisted **on going** there.
27. Abstain to speak ill of othes.	Abstain **from** speaking **ill** of others.
28. I am confident to win.	I am confident **of winning.**
29. He excels to speak English.	He **excels in** English speaking.
30. He is addicted (لت پڑنا) to gamble.	He is **addicted** to gambling.

No Preposition

نوٹ: مندرجہ ذیل الفاظ اگر فعل کے طور پر استعمال ہوں تو ان کے ساتھ کوئی **Preposition** نہیں لگتی۔

Resemble (مشابہت رکھنا)love, Attack (حملہ کرنا) Order, Obey, Marry, Hate, Reach, Discuss, request.

EXERCISE 26

Correct the following sentences.

1. I am angry on you. **(P.U. 2012)**
2. We sit under the shade of a mango tree.
3. The pen is to write. **(Sargodha 2015)**
4. He boasts on his wealth. **(Gujrat 2013).**
5. The examination begins from Monday.
6. He has a great command over English.
7. He is lame from one leg.
8. He is short from money these days. **(Sargodha 2014)**
9. I am getting late from school. **(P.U. 2017)**
10. She ordered for a cup of coffee. **(Gujrat 2011)**
11. I must dispense from his service.
12. The lion was shot.
13. He is blind from one eye. **(Gujrat 2011)**
14. He is blind from reason.
15. He resembles with his father. **(Gujrat 2014)**

EXERCISE 27

Correct the following sentences.

1. He is accused with stealing a book.
2. He picked up a quarrel with me. **(Sargodha 2015)**
3. This cheque is of Habib Bank.
4. The judge disposed the case at once. **(P.U. 2018)**
5. I met him in the way. **(P.U. 2018)**
6. Trust on God. **(Gujrat 2013)**
7. India attacked on Pakistan.
8. He married with her cousin. **(P.U. 2013)**
9. Leave was availed at once. **(P.U. 2018)**
10. He was soon cured from fever.
11. This pen is inferior than that.
12. I am sick with his company. **(P.U. 2014), (P.U. 2018)**
13. He compensated the loss to me. **(P.U. 2002)**
14. The bereaved father was over whelmed by grief. **(P.U. 2002), (P.U. 2017)**
15. There is another side of the question.
16. Let us discuss about the plan. **(Sargodha 2014)**

17. Our examination begins from Monday. **(P.U 2003)**
18. He deals out cotton business. **(Sargodha 2011)**
19. I am not allowed to sit in the examination.
20. Have your taste of music.
21. He dives to the river. **(Sargodha 2011)**
22. He is ill from fever. **(P.U. 2018)**
23. Send this letter on my home address. **(P.U. 2004)**
24. He has lit up the fire of reform. **P.U. 2007**
25. They set the building to fire. **(Gujrat 2010)**
26. Write this statement word by word.
27. She died from cancer. **(P.U. 2005), (P.U. 2018)**
28. Certificates are attached here with. **(P.U. 2005)**
29. The judge disposed the case at once. **(P.U 2004 group II)**
30. The robbers deprived him from all he had.
31. He is in fault. **(Gujrat 2013)**
32. Why are you so rude with me? **(P.U. 2013)**
33. I congratulate you for your success. **(Sargodha 2014, P.U. 2014)**
34. He always had hatred against inefficiency. **P.U. 2007**
35. Ahmad married with Salma.
36. Write with ink. **P.U. 2009**
37. He came with a view to meet me. **(P.U 2006)**
38. She delivered a male child. **(Sargodha 2015)**
39. He dares not to speak against me.
40. He died of hunger.

EXERCISE 28

Correct the following Sentences

1. Will you join us in football.
2. I have ordered for a glass of water.
3. I passed in the test. **(Sargodha 2015)**
4. After all, he had to confide on somebody. **(P.U. 2016)**
5. I will not comply to your request. **(Sargodha 2011)**
6. Our parents may be resembled a tree which gives us cool shade. **P.U. 2008.**
7. This bag is made with leather. **(Gujrat 2013)**
8. Write it on the margin of your book.
9. The police officer is investigating into the matter. **(Sargodha 2013)**
10. I prevented him to fall.
11. He will come to office since tomorrow.
12. Please send the books on my address. **(Sargodha 2012)**
13. Open the book on page 35.
14. Charity (خیرات) consists of helping the poor.
15. He is sitting under the shade of tree.
16. He always had hatred against inefficiency.
17. I congratulate him for his success. **(Sargodha 2011)**
18. This cheque is over the Punjab Bank. **(Gujrat 2013)**
19. Scholarships were competed. **(P.U. 2017)**
20. At last she reached in the garden. **(P.U. 2017)**

7. Errors in the Use of Articles

Indefinite Articles :A, An. حروف تنکیر تین ہوتے ہیں۔

Definite Article : The

جو لفظ کسی Noun کی عمومیت یا تخصیص ظاہر کرے۔ اسے Article کہتے ہیں۔

(a) Indefinite Articles:

A OR An : Only for singular number but for all genders.

The choice between **A** or **An** is determined by **sound.** A is used before a word beginning with a consonant sound and **An** is used before a word beginning with a vowel sound.

Vowel sound: (a, e, i, o, u)

A before consonant sound	An before vowel sound
a boy , a lion, a book, a mango, a bag, a student, a cat, a woman, a chair, a table, a horse, a tree اگر کسی Noun کی الف کے علاوہ کوئی آواز ہو تو a لگائیں۔	an ass, an elephant, an ant, an inkpot, an apple, an idiot, an arm, an egg, an ox, an ear, an orange, an eye اگر کوئی واحد Noun اردو میں الف کی آواز دے تو an لگائیں۔ Countable Noun ہونا چاہیے۔

Special Use

A before Vowel sounding 'yu' 'wa'	An before consonant sounding as vowel
a European, a Union, a University, a useful book, a unique scene, a one rupee note, a one eyed deer.	an hour (h silent), an honest man (h silent) an M.A, an M.P, an L.L.B, an S.D.O.

Note: A will be used in place of **An** when h sounding as **'haw'** e.g. a hotel, a humble servant, a historical book.

A,An کا استعمال:

(B)-A, An ان اسموں کے ساتھ استعمال ہوتا ہے۔ جن کی گنتی ہو سکے۔ جن الفاظ کی گنتی نہ ہو سکے ان کے ساتھ A, An استعمال نہیں کرتے۔

مثلاً: **A table, A car, A man.**

ان تمام الفاظ کی گنتی ہو سکتی ہے۔ اس لئے ان کے ساتھ A, An استعمال ہو سکتے ہیں۔

ایک غلط فہمی کا ازالہ:

A, An کا استعمال Vowel یا Consonant کی بنیاد پر نہیں کیا جا سکتا بلکہ vowel کی آواز کے ساتھ ہوتا ہے۔ Vowel کی آواز الف ہوتی ہے۔ اسم کو پڑھیں اگر اردو میں اس کی آواز الف کی آئے تو اس کے ساتھ An لگے گا ورنہ A لگے گا۔

An M.A   An hour, An honourable person.

مندرجہ بالا الفاظ کو اگر پڑھا جائے تو ان کی آواز اردو میں 'الف' کی آتی ہے۔ اس لئے ان کے ساتھ An لگایا گیا ہے۔

ایم۔اے (الف کی آواز) **An M.A.**

اور (الف کی آواز) **An hour**

A university, A house, A table.

ان تمام الفاظ میں آواز 'الف' کی نہیں بلکہ یونیورسٹی میں آواز 'ی' کی ہے ہاؤس میں آواز 'ہ' کی ہے۔ ٹیبل میں آواز 'ٹ' کی ہے۔ اس لئے ان کے ساتھ A لگایا گیا ہے۔

(C) The use of A or An

1. **A, An is used to indicate a unit.**
   a. An ounce is enough.
   b. One hundred contimetres make a meter.
2. **A, an is used in the sense of one like (To make a common Noun or proper Noun)**
   a. He thinks he is an Allama Iqbal.
   b. He seems to be a Pakistani.
   c. **A** Daniel has come to judgement.
3. **A or An is used in the sense of the same.**
   Birds of a feather flock together.
4. **A or An is used to denote profession trade or class.**
   a. He is a businessman. (b) He is an engineer. (c) He is a lawyer.
5. **A is used before 'dozen', hundred, thousand, million.**
   a. Here are a dozen of bananas.
   b. A hundred boys came out from school.
6. **A or an is used in the sense of each or per.**
   a. He earns one thousand rupees **a** month.
   b. He drives the car at 50 kilometres **an** hour.
7. **A or an (also The) is used to indicate a class as a whole.**
   A (The) cow has horns (i.e. all cows have hours)
8. **A or An is used before some words and phrases.**
   a. I have a headache. (b) I am in a hurry. (c) He had a bad cold.
   (d) She had a cough. (e) They take an interest in this.
9. **A, an is used in Exclamatory sentences beginning with what.**
   a. What a pity. (b) What a pretty girl. (c) What nice bird it is!
10. **A (and not The) is used before the superlative most when it means 'very'.**
    a. He saw a most wonderful sight (b) This is most interesting story.
11. **A, An is used before "few, little, lot of, good deal, great many, good, many and sometimes after many.**
    a. Here is a lot of books. b. **A** great many soldiers entered the field.
    c. Many a flower is born to blush unseen.

(The definite Article) THE

1. **The is used before Nouns of which there is only one.**

۱۔ ایسے اسموں کے پہلے جو اپنی قسم کے ایک ہی ہوں۔ مثلاً:

The earth, The moon, The sun, The sky, The North Pole, The weather,

2. **Before a Noun which becomes definite as s result of being mentioned second time.**

۲۔ ایسا اسم جس کا دوبارہ ذکر کیا گیا ہے اس سے پہلے **The** استعمال کرتے ہیں۔

I saw a policeman, The policeman was very disturbed.

policeman کا ذکر کیا گیا ہے۔ اس لئے اس سے پہلے **The** کا لفظ لگائیں۔

3. Before a singular Noun used to represent a class of objects.

ایسے واحد اسموں سے پہلے استعمال ہوتا ہے۔ جو تمام جماعت یا گروہ کی نمائندگی کریں۔

1. **The dog** is faithful animal.
2. **The lion** is a noble beast.

پہلے جملے سے مراد ہے کہ تمام کتے وفادار ہوتے ہیں۔ The dog سے مراد کتوں کی جماعت، دوسرے فقرے میں شیر سے مراد تمام شیر ہیں۔

اہم نکتہ:
اس اصول سے Man اور Woman استثناء ہیں۔ یعنی ان کے ساتھ The نہیں لگایا جاتا۔

Man is mortal. سب انسان فانی ہیں

4. **Before an adjective used to represent a class of persons.**

۴۔ کسی اسم صفت سے پہلے The لگا کر تمام گروہ یا جماعت کے معنی پیدا کیے جاتے ہیں۔

The poor, (تمام غریب) , The dead (تمام مرے ہوئے لوگ)

5. **'The' is used before the superlative Degree.**

۵۔ اسم صفت کی تیسری ڈگری سے پہلے۔

He is the fattest boy of the class.

6. Sometimes **'The'** is used before the **comparative degree** of adjective.

۶۔ Adjective کی دوسری ڈگری سے پہلے "جب اتنا کہ جتنا" کا مفہوم پیدا کرنا مقصود ہو۔

1. The more, The merrier.

جتنے زیادہ ہوں گے اتنی زیادہ خوشی ہوگی۔

2. The higher you go, the cooler it is.

جتنے زیادہ بلندی پر جاؤ گے اتنی زیادہ سردی ہوگی۔

7. **'The' is used before the following proper nouns.**

۷۔ The مندرجہ ذیل جگہوں پر استعمال ہوتا ہے۔
۱۔ مشہور دریاؤں سے پہلے۔

The Indus, The Jhelum (دریائے سندھ، دریائے جہلم)

۲۔ مشہور پہاڑوں کے سلسلے، چوٹیوں، دروں، جزائر کے گروپ، خلیجوں اور سمندروں وغیرہ کے نام سے پہلے۔

The Himalayas, The Alps, The Khyber pass, The Atlantic Occan.

Note: The is not placed before the names of single mountains, single islands, nor before the names of capes, nor before the name of lakes. Mount Everest, Mount Abu, Ceylon, Sicily, Java (Name of single island) (**Nesfield.)**

۳۔ صحراؤں کے نام سے پہلے **The Sahara , The Gobi**

۴۔ مقدس کتابوں یا اسم مسلمہ کلاسیکی کتابوں سے پہلے۔

The Holy Quran, The Bible, The Merchant of Venice.

۵۔ موسیقی کے آلات سے پہلے۔ جب کوئی انہیں استعمال کر رہا ہو۔ ورنہ the مت لگائیں۔

The flute. (بانسری) **The piano.** He plays **the flute.** (But, he has **a** flute)

۶۔ تمام اخبارات سے پہلے۔

The News, The Nation etc.

۷۔ قوموں کے ناموں سے پہلے۔

The Muslims, The Hindus.

۸۔ بحری جہازوں، ہوائی جہازوں اور ٹرینوں کے ناموں سے پہلے۔

The Tezgam, The Shaheen Express.

۹۔ تمام تاریخی واقعات سے پہلے۔

The first World War, The French Revolution.

۱۰۔ مختلف سمتوں سے پہلے۔

The South (جنوب) , The North (شمال)

۱۱۔ ایسے اسم جو پیشوں کو ظاہر کریں۔

Before some nouns to indicate profession.
He joined the Bar. He joined the church.

۱۲۔ **Ordinal Numbers** کے ساتھ **The** لگائیں۔

Before ordinal numbers
Who is the first and the second boy.
The 6th Feb is a red letter day.

۱۳۔ سڑکوں کے نام سے پہلے۔ لیکن گلیوں کے نام سے پہلے نہیں۔

Before the name of roads, but not streets.
Before the names of families. (The Browns, The Jhones)

Zero Article: Omission of the articles

A, An, The are not used before. مندرجہ ذیل جگہوں پر **a, an, the** استعمال نہیں ہوتا۔

۱۔ کسی شخص یا شہر کے نام سے پہلے۔ **(Before Proper Nouns)**

The Lahore, The Aslam. غلط ہے۔

استثناء: **Exception**

Note: When the article is used before a proper Noun, it becomes a common Noun.
A Newton cannot be a Milton.

تاہم اس قانون میں مندرجہ ذیل شہر یا ملک استثناء ہیں۔

The U.S.A, The Congo, The Sudan, THe U.S.SR

۲۔ دھاتوں یا اجناس کے نام سے پہلے۔ **(Before Material Nouns)**

x The gold, x The wheat (غلط ہے)

Note: The is used before material noun. when it is specified.
The cotton of Egypt is very fine.

۳۔ بیماریوں کے نام سے پہلے۔ **(Before the name of diseases)**

x The cholera, x The heart attack, x The fever. (غلط ہے)

۴۔ ایسے اسم جو ہمہ گیر مفہوم کو واضح کرتے ہوں۔

x The Heaven, x The Hell, x The God. (غلط ہے)

۵۔ اسم کیفیت **(The abstract Noun)** سے پہلے۔ **(Before Abstract Noun)**

We use 'the ' before abstract nouns. when they are specified.
The courage of Hazrat Ali is well known.
x The happiness, x The wisdom, x The anger. (غلط ہے)

۶۔ دنوں اور مہینوں کے ناموں سے پہلے۔ **(Before the names of Days and Months)**

The Sunday, The April. (غلط ہے)

7. **Before man or woman in the sene of mankind.**
Man and woman should go side by side.
8. **Before the names of games and meals.**
We like play football / cricket / tennis/ bad minton, breakfast, dinner.
9. **Before the name of seasons and festivals.**
Summer / winter/ spring/ autumn (But the rainy season)
10. **Before the names of square, buildings, the parks, the streets.**
The Rustam park x.
The college street. x

(B) Some useful Hints about the use of Articles.

۱۔ جب دھاتوں یا اجناس کا ذکر کسی مخصوص حوالے سے ہو تو The لگا سکتے ہیں۔

✓ 1. **The gold of Swat.** 2. ✓ **The wheat of Punjab.**

۲۔ زبانوں کے نام کے ساتھ عام طور پر The نہیں لگاتے۔ لیکن ان کے ساتھ Language کا لفظ آ جائے تو The لگ جاتا ہے۔

✓ **The English language,** ✓ **The Urdu language.**

۳۔ Abstract Nouns اسم کیفیت کے ساتھ The نہیں لگتا۔ لیکن کوئی مخصوص حوالہ یا تعلق ہو تو The لگا سکتے ہیں۔

✓ **The wisdom of Solomon,** حضرت سلیمان علیہ السلام کی فراست

✓ **The courage of Hazrat Ali.** حضرت علی رضی اللہ تعالیٰ عنہ کی جرأت۔

۴۔ عام طور پر Plural Noun جمع اسموں کے ساتھ The نہیں لگاتے۔ لیکن اگر چند مخصوص چیزوں کو ظاہر کرنا ہو تو جمع کے ساتھ the لگا سکتے ہیں۔ مثلاً:

The men are walking in the garden. چند مخصوص لوگ
The boys are taking the examination. چند مخصوص لڑکے۔

اگر ان الفاظ سے پہلے The نہ لگایا جائے تو مراد سب لوگ اور سب لڑکے ہوں گے۔

Horses are faithful animals. (تمام گھوڑے)
Men are wiser than women.

5. **The following nouns express different meanings when 'The is used before them and when 'the' is omitted before them.**

(Church, Market, College, Hospital, Court, Person, Work, Sea, Bed)

ان الفاظ سے پہلے اگر The نہ لگایا جائے تو یہ مراد ہوگی کہ ان جگہوں پر ان کے ابتدائی مقاصد پورا کرنے کے لئے ہم جاتے ہیں جن کے لئے یہ جگہیں بنتی ہیں۔

We go to bed to sleep.

ہم بستر پر سونے کے لئے جاتے ہیں۔ بستر کا بنیادی مقصد بھی یہی ہوتا ہے۔ کہ اگر ان الفاظ سے پہلے The لگا دیا جائے تو اس کا مطلب یہ ہوگا کہ ہم ان جگہوں پر سیر و تفریح یا کسی مقصد کے لئے جاتے ہیں نہ کہ اس مقصد کے ساتھ جن کے لئے یہ اشیاء بنتی ہیں۔

1. I went to the college to see the building.
مقصد بلڈنگ کو دیکھنا ہے نہ کہ پڑھنا۔
2. He visited the school to talk to his son.
مقصد بیٹے سے ملنا ہے نہ کہ تعلیم حاصل کرنا۔

(C) Some common Pitfalls in the use of Articles.

1. The girls are more hardworking than the boys. **(Incorrect)**
   Girls are more hardworking than boys. (Correct)

وجہ: جب کوئی اسم افراد یا اشیاء کو ظاہر کرے تو اس سے پہلے The لگتا ہے۔ لیکن اگر جمع اسم سے مراد کوئی مخصوص اشیاء نہ ہوں۔ بلکہ وہ ساری جماعت کو ظاہر کرے تو اس سے پہلے کوئی Article نہیں لگتا۔
مندرجہ ذیل فقرے میں لڑکوں کا بحیثیت مجموعی لڑکیوں کی کارکردگی سے مقابلہ کیا گیا ہے۔ یعنی لڑکیاں عام طور پر لڑکوں سے زیادہ محنتی ہوتی ہیں۔

2. This is **more** interesting of the two books. (Incorrect)
   This is the **more** interesting of the two books. (Correct)

وجہ: **Adjective** کی دوسری ڈگری کے بعد **of** استعمال ہوا ہو تو پھر اس کی ڈگری سے پہلے **the** لگتا ہے۔
یہاں پر **Adjective** کی دوسری ڈگری سے پہلے **more interesting** کے بعد **of** آیا ہے۔ لہٰذا ڈگری سے پہلے **The** لگایا گیا ہے۔
نوٹ: اگر دو میں سے ایک کا انتخاب کرنا ہو (جیسا کہ یہاں دو کتب میں سے ایک زیادہ دلچسپ قرار دی جا رہی ہے۔ تو **Adjective** کی دوسری ڈگری کے بعد **than** کی بجائے **of** لگتا ہے۔

3. Hamid is a man of a **few** words. (Incorrect)
   Hamid is a man **of** few word. (Correct)

وجہ: **A man of a few words** (کم گو آدمی ہے) محاورے میں ردوبدل کرنا غلط ہے۔ صحیح محاورہ **A man of few word** ہے۔

4. Do not make noise. (Incorrect)
   Do not make **a** noise. (Correct)

وجہ: **Noise** بظاہر **Uncountable Noun** ہے۔ اس لئے اس کے ساتھ قانون کے مطابق **a** نہیں لگایا جا سکتا۔ لیکن اہل زبان اسے **Uncountable** اور **countable noun** یعنی دونوں طرح سے **Treat** کرتے ہیں۔ اس لئے اس کے ساتھ **'a'** لگایا جاتا ہے۔

1. I have a work to do. (Incorrect)
2. He gave me **an** advice. (Incorrect)
3. He has got **an** unemployment. (Incorrect)

وجہ: ان تمام فقروں میں **a**، یا **an** لگانا غلط ہے۔ کیوں کہ ان کی گنتی نہیں ہو سکتی۔ اس لئے انہیں اس طرح لکھا جا سکتا ہے۔

✓ 1. I have work to do. (Correct)
✓ 2. He gave me advice. (Correct)
✓ 3. He has got employment. (Correct)

6. He made a mention of me during the discussion. (Incorrect)
   He made **mention** of me during the discussion. (Correct)

وجہ: محاورہ **to make mention** صحیح محاورہ ہے۔ اس میں **'a'** کا اضافہ غلط ہے۔

7. He caught me **by** neck. (Incorrect)
   He caught me **by** the neck. (Correct)

وجہ: انسانی جسم کے کسی عضو کو لفظ **by** کے ساتھ استعمال کیا جائے تو اس عضو سے پہلے **The** لگتا ہے۔ مثلاً:
By the leg, By the ear, By the neck.

8. Night follows day. (Incorrect)
   The night follows **the day.** (Correct)

وجہ: قدرتی مظاہر **Day** اور **Night** وغیرہ سے پہلے **The** لگتا ہے۔

9. You should read the fourth and the ninth chapters of the book. (Incorrect)
   You should read the **fourth** and **ninth** chapters of the book. (Correct)

وجہ: اگر کسی فقرے میں دو **Adjective** آئیں تو **The** پہلے **adjectve** کے ساتھ لگایا جاتا ہے۔ دوسرے **Adjective** کو ویسے ہی رہنے دیا جاتا ہے۔

10. He has got headache.
He has got **a headache.**
He has got headaches after reading.

ج: اہل زبان Headache کو Countable Noun کہتے ہیں۔ اس لئے اس کے ساتھ 'a' کا اضافہ کرتے ہیں۔ Headache
کئی طرح کی headaches ہوتی ہے۔

11. Singing of that man was very good. (Incorrect)
The singing of that man was very good. (Correct)

ج: Singing کو خصوصی معنوں میں لیا گیا ہے۔ اس لئے اس کے ساتھ The کا اضافہ کیا گیا ہے۔

12. My friend is **in a trouble.** **(Incorrect)**
My friend is **in trouble.** **(Correct)**

In trouble زیادہ مناسب اور بہتر Idiomatic Use ہے۔

13. You are **in wrong.** (Incorrect)
You are **in the wrong.** (Correct)

ج: In the wrong زیادہ Idiomatic ہے اور اہل زبان in the wrong استعمال کرتے ہیں۔ اس طرح مختلف
Expressions مندرجہ ذیل ہیں:

In the country, On the contrary(برعکس)
To the rescue بچانے کے لئے, off the mark, In the right.

Solved Examples of Errors
In the use of Articles.

INCORRECT	CORRECT
1. Ravi is a famous river.	**The Ravi** is a famous river.
	ریاؤں کے نام کے ساتھ the لگاتے ہے۔
2. **The virtue** is its own reward.	**Virtue** is its own reward.
3. **Horse** is a faithful animal.	**The** horse is a faithful animal.
4. He is M.A in English.	He **is an** M.A in English.
5. The English is the language of English.	**English** is the language of English.
6. The both men were arrested.	**Both** the men were arrested.
7. He is an European.	He is **a** European.
8. Pakistanis are sincere people.	**The** Pakistanis are sincere people.
9. He is wisest man in his village.	He is **the wisest** man in his village.
10. The honesty is the best policy.	**Honesty** is the best policy.
11. More we get, more we want	**The more** we get, **The more** we want.
12. A white and a brown dog is barking.	A white and a brown dog **are** barking.
13. Do not make **noise.**	Do not make **a noise.**
14. **The man** is mortal.	**Man** is mortal.
15. She is taller of **the** two.	She is **the** taller of **the** two.

Check -list

Based on the use of Articles

The following words must be preceded by 'the' ان الفاظ سے پہلے the لگائیں۔	The following words must not be preceded the 'the' ان الفاظ سے پہلے 'the' مت لگائیں۔	The following words are preceded by 'a' ان الفاظ سے پہلے 'a' لگائیں	The following words are preceded by 'an' ان الفاظ سے پہلے an لگائیں
1. Sun	Heaven	History	hour
2. Moon	Hell	Historian	Hotel
3. World	Purgatory وہ مقام جہاں روحیں پاک ہوتی ہیں	Unit	Honour
4. Universe	Paradise بہشت	One	Honourable
5. Earth	Christmas کرسمس	Dozen	Honorary
6. Ocean سمندر	Man (when used in a general sense, e.g. man is mortal)	Good many	Apple
7. sky	Nature (when used in a general sense, e.g. I am a lover of nature)	Great many	Ant
8. Sea	War (When used in a general sense, e.g. war is a calamity)	Few (When it means some)	Elephant
9. Equator خط استوا	Science (when used in general sense, e.g. Science is making wonder ful progress.	University	Oak
10. Bible	Name of continents (Asia, Europe, etc)	Useful	Uncle
11. North	Names of countries (Pakistan, England etc)	European	Aunt
12. South	Names of Islands (ceylon, etc)	One eyed	Ulcer
13. East	Names of provinces (Punjab, Sind etc)	One sided	Instrument
14. West	Names of towns (Lahore, Karachi)	Little (when it means some)	Injustice
15. Army	Monthsof years (March, April etc)	A noun representing a class.	Improvement

16. Navy	Days of the week (Sunday, Monday etc)	(A dog is a faithful animal etc.)	Eagle
17. Crimes	Names of language (English, French, Sanskrit etc)		Under graduate
18. Devil	Abstract nouns (honesty, cleanliness etc)		Ox etc
19. Stars	Material nouns (gold, silver etc)		
20. Thames	Collective Nouns (Society, People etc)		
21. Lungs	Name of the disease (cholera-heart attack etc)		
22. Theater			
23. General Reader			
24. Man in the street			
25. New woman			
26. Locust ٹڈی دل			
27. Stage			
28. Platform			
29. Pulpit منبر			
30. With superlative Degree of adjective (the greatest man, the best boy)			
31. Adjectives indicating the class, the rich, the poor, etc)			
32. Singular Noun representative of a class (the dog, the cow etc)			

EXERCISE 29

Correct the following Sentences.

Based on the use of "a, an, the" Insert 'a, an and the' where necessary.

1. Ravi is a wide river.
2. Jhelum (دریا کا نام) flows through a beautiful valley.
3. He is a M.A in English. **(Sargodha 2014), (P.U. 2017 G-I)**
4. Rose is sweetest of all flowers.
5. Pakistan times is an old newspaper.
6. Poor must be loved.
7. More we get, more want.
8. You are in wrong. (غلطی پر ہو)
9. The doctor is feeling the patients pulse.
10. The French defeated English.
11. Indus is largest river. **(Punjab, Gujrat 2011)**
12. He has to support dying wife (مرتی ہوئی بیوی)and five children.
13. Gold of Swat is very precious.
14. The wisdom is the gift of God.
15. The swimming is a good exercise.
16. The machine is out of an order. **(Sargodha 2011)**

EXERCISE 30

Correct the following Sentences

Omit the article A,An, The حذف کریں A, An, The

1. The gold is a costly metal.
2. He died of the cholera. (ہیضہ)
3. The honesty pays its reward (اجر) in the long run. **(Sargodha 2011)**
4. The envy is an evil passion. **(P.U. 2016 G-II)**
5. He is not at the fault. (قصوروار)
6. The man is selfish by nature. **P.U. 2010**
7. You must serve the humanity. (انسانیت)
8. With age, the wisdom comes.
9. The dancing is very popular in Europe.
10. Higher you go, cooler it is ! **(Gujrat 2010)**
11. Go to the hell. (دوزخ)
12. He is more consicious of the two . **(Sargodha 2011)**
13. He is seriously (سنجیدگی کے ساتھ) seeking for an employment.
14. The man is mortal. **(P.U. 2018)**

15. The time passed off quickly. **P.U. 2009**
16. The beauty is but skin deep.
17. He was suffering from the cholera.
18. The English is spoken through out the world. **(P.U. 2016)**
19. She is short in the stature.
20. The debate was now coming to a close. **P.U. 2007**

EXERCISE 31

Correct the following sentences Based on the use of Articles

1. What a fun.
2. They never fail who die in great cause.
3. Poor must be pitied.
4. What beautiful scene is this.
5. Rose is the sweetest of all the flowers. **(P.U. 2011)**
6. Holy Quran is the sacred book of the Muslim.
7. I am happy because I have few friends.
8. You are in wrong.
9. Higher you go, cooler it is. **(Gujrat 2015)**
10. Your are Solomon in wisdom.
11. He will come to see me after fortnight.
12. There is a little truth in your statement.
13. I have been ill for last two days.
14. Rich are happy.
15. Courage of Hazrat Ali is praiseworthy.
16. Singing of cuckoo is liked by everyone.
17. The president is in country.
18. He is the ablest and the richest man of the street.
19. Many flower is blooming in the garden.
20. He saw one eyed man.

8. (a) Errors in the Use of Conjunctions

A conjunction is a word which is merely used to join two words, phrases or sentences.

Conjunction ایسے الفاظ کو کہتے ہیں۔ جو دو الفاظ، دو فریز (Phrases) یا دو فقروں کو جوڑنے کا کام کرتا ہے۔ مثلاً:

As well as, Besides, Either-or, Neither-nor, Still, Therefore.

Conjunctions کی غلطیاں عام طور پر جوڑے یعنی Pair کی شکل میں آتی ہیں۔ اس لیے ان کو زبانی یاد کرنا پڑتا ہے۔

۱۔ اگر کسی فقرے کے شروع میں Though یا Although آئے تو دوسرے حصے میں But نہیں آتا۔

Note: But is not used after though or **Although. (Nasfield)**

۲۔ اگر کسی فقرے میں Both ہو تو as well as کی بجائے and استعمال کریں۔ یعنی as well as کاٹ دیں اور اس کی جگہ and لگائیں۔

2. He is **both** intelligent **as well as** hardworking. (Incorrect)
   He is **both** intelligent **and** hardworking. (Correct)

۳۔ اگر کسی فقرے میں (نہ صرف) Not only آئے تو دوسرے حصے میں But also لگائیں۔ اکیلا But غلط ہوگا۔

3. **Not only** he is intelligent **but** hardworking. (Incorrect)
   Not only he is intelligent, **but also** hardworking. (Correct)

۴۔ Until (جب تک نہیں) Unless کے فوراً بعد والے حصے میں not نہیں لگاتے۔ البتہ دوسرے حصے میں Not لگا سکتے ہیں۔

4. Until he does not work, he cannot pass. (Incorrect)
   Until he works hard, he cannot pass. (Correct)

۵۔ Lest (ایسا نہ ہو) کے بعد Not نہیں لگاتے اور ہمیشہ تمام فاعلوں کے ساتھ should لگائیں۔

5. Work hard **lest** you might not fail. (Incorrect)
   Work hard **lest** you should fail. (Correct)

۶۔ No other یا None other (سوائے اس کے علاوہ) کے بعد ہمیشہ than لگائیں۔

6. **No other** but Saleem stole the book. (Incorrect)

سلیم کے علاوہ کسی نے چوری نہیں کی۔ یعنی صرف سلیم نے چوری کی۔

No other than Saleem stole the book.

۷۔ nothing Else (سوائے اس کے) کے بعد but لگائیں۔

7. Nothing else **than** wealth made him proud. (Incorrect)
   Nothing else **but** wealth made him proud. (Correct)

دولت کے علاوہ اور کسی چیز نے اسے مغرور نہیں کیا۔ یعنی دولت نے اسے مغرور کیا۔

8. The is the **same book** which I gave you. (Incorrect)
   The is the **same book** as I gave you. (Correct)

Such کے بعد as لگائیں۔

9. There is no **such pen** in the market **which** you demanded. (Incorrect)
   There is no **such** pen in the market **as** you demanded. (Correct)

So کے بعد As لگائیں۔ لیکن منفی فقرے میں (اتنا کہ جتنا)

10. He is not **as** rich as Saleem. (Incorrect)
    He is not **so** rich as Saleem. (Correct)

No sooner والے فقروں میں عام طور پر **No sooner** کے بعد **Did** اور پہلی فارم لگائیں۔ جب کہ دوسرے حصے کا پہلا لفظ ہمیشہ Than ہوتا ہے۔

11. No sooner **had he gone,** It began to rain. (Incorrect)
    No sooner **did he go, than** it began to rain. (Correct)

Hardly (بمشکل) اور **Scarcely** (بمشکل) کے فوراً بعد **Had** اور تیسری فارم لگائیں۔ اور دوسرے حصے کا پہلا لفظ **When** یا **Before** ہوتا ہے۔

13. Hardly did he go to college, **it began** to rain. (Incorrect)
    Hardly **had** he gone to college, **when** it began to rian. (Correct)

سوالیہ فقروں کے ساتھ **that** استعمال نہیں کرتے۔ سوالیہ الفاظ مندرجہ ذیل ہوتے ہیں۔

When, Why, Where, How, How far, How much, Whether, If

14. He asked me **that** where I lived. (Incorrect)
    He asked me **where** I lived. (Correct)

Errors in the Use of Conjunction at a Glance.

	پہلا حصہ	دوسرا حصہ
1.	Though	x
2.	Not only	**But also**
3.	Both and کو لگائیں as well as کو کاٹ کر	**And**
4.	Until, Unless. کے فوراً بعد not نہیں لگاتے	
5.	Lest Not مت لگائیں	**Should**
6.	Nothing else	**But**
7.	Not other than کو لگائیں but کو کاٹ کر	**Than**
8.	Same	**As**
9.	Such	**As**
10.	So منفی فقرے	**As**
11.	As مثبت فقرے	**As**
12.	No sooner did + پہلی فارم	**Than**
13.	Hardly, Scarcely + had + پہلی فارم	**When or before**

8. (b) Some Common Pitfalls in the Use of Conjunction

Double Counjunction Should be avoided

(1) -

1. **Because** he is ill, **therefore,** he cannot come. (Incorrect)
2. If he is hardworking, **then** he will pass. (Incorrect)
3. **As** he is ill, so he cannnot come to college. (Incorrect)

مندرجہ بالا تینوں فقروں میں Double Conjunction استعمال ہوا ہے۔ جو کہ غلط ہے۔ صرف ایک Conjunction لگائیں۔

✓1. Because he is ill, he cannot come. (Correct)

✓2. If he is hardworking, he will pass. (Correct)

✓3. **As** he is ill, he cannot come to college. (Correct)

(2).

x 1. He asked me about **the place** where I lived. (Incorrect)

x 2. He asked me **the reason** why I failed. (Incorrect)

✓ 1. He asked me **where** I lived. (Correct)

✓ 2. He asked me **why** I failed. (Correct)

وجہ: **Double Conjunction** لگانا غلط ہے۔ **Place** کے ساتھ **Where** نہیں لگایا جا سکتا۔ کیوں کہ دونوں الفاظ ایک ہی معنی میں استعمال ہوتے ہیں۔ اس لئے ایک لفظ لکھیں۔ **The reason** اور **Why** میں سے بھی ایک لفظ لکھیں۔

3. He could not help but **laugh.** (Incorrect)
4. He could not but **laugh.** (Correct)

وجہ: **Help** یا **But**، **Double Conjunction** کی مثال ہے ان میں سے ہم ایک لفظ لگا سکتے ہیں اگر **But** کو حذف کرنا ہو تو **Help** کے ساتھ ہمیشہ **Gerund** لگایا جا سکتا ہے۔

Help کے بعد **Laughing** صحیح ہے۔ **He could not help laughing.**

Like, and As

4. He sings **like** his brother does. (Incorrect)
   He sings **as** his brother does. (Correct)

صحیح **As adverb** ہے۔ **Like** کو کاٹ دیں۔

The use of as if, as though

(5). He acts **as if** he is mad. (Incorrect)
He acts **as if** he were mad. (Correct)

وجہ: **As If** گویا کہ **As though** کے بعد ہمیشہ **were** لگائیں یا **Past Tense** کی کوئی شکل۔

He behaves **as if** he **has been** ill. (Incorrect)
He behaved **as if** he **had been** ill. (Correct)

NOTE: Do not use 'that' with interrogative words as whether, if, why, where, etc.

(6). I doubt **that whether** he will succeed. (Incorrect)

I doubt **whether** he will succeed. (Correct)

کبھی سوالیہ لفظ مثلاً: **Why, when, Whether** یا **As** کے ساتھ **That** نہیں لگاتے۔

7. Owing to - because of Due to - because of

Owing to: We do not use **'owing'** to directly after the verb **'to be'** (is, are, was, were etc) but with other verbs.

We also use **'owing to'** in the beginning of the sentence.

(a) The train became late **owing to** lack of fuel.

(b) **Owing to** illness, he could not attend the function.

Owing to سے پہلے **Real verb** یعنی ایسے **verb** لگائیں جن کی فارمیں بن جاتی ہیں۔ بعض اوقات **Owing to** کو فقرے کے آغاز میں بھی لکھتے ہیں۔

Due to: **Due to** is often used after the verb **'to be'** (is, are, am, was, were)

(a) The accident was largely **due to** human error.

Due to سے پہلے **Helping verb** یعنی **to be** سے بنے ہوئے **verb** لکھے جاتے ہیں۔

He came late **due to** illness. (Incorrect)

He came late **owing** to illness. (Correct)

He is ill **owing** to cold. (Incorrect)

He is ill **due to** cold. (Correct)

8. (a) **Until** you work hard, you will improve. (Incorrect)

So long as / as long as you work hard, you will improve. ((Correct)

(b) Wait here **as long as** five o clock. (Incorrect)

Wait her **until** five o clock. (Correct)

(Point of time) 5 بجے دیا گیا ہے اس لئے **Until** لگائیں۔

(c) **Until** it 'rains, I won't go. (Incorrect)

As long as it rains, I won't go. (Correct) (Period of time)

As long God is with us, We should not fear any one.

Point of time	Until
Period of time	As long as, So long as

When, Since

9. **When you say so, I trust you.** (Incorrect)

Since you say so, I trust you. (Correct)

Since I entered to room, I saw her weeping.

نوٹ: **Since** وجہ ظاہر کرتا ہے۔ جبکہ **When** وقت کی طرف اشارہ کرتا ہے۔

Provided, provided that, both are correct

Used to say that something will only be possible, if something else happens or done.
He can come with us provided. (provided that)
He pays for his own meals. (providing or providing that) **are also correct.**

INCORRECT	CORRECT
As far	**As for as** یہاں تک تعلق ہے
So far	**So far as** یہاں تک تعلق ہے

EXERCISE 32

Correct the following Sentences

Hints:

1. Though	نہیں آتا **But**
2. Noty only	**But also**
3. Both	**And**
4. Lest	**Should.**
5. No other	**Than**
6. Nothing else	**But**

1. Though he is ill, but he can come to college.
2. Both Nazia as well as Nazish are intelligent. **(P.U. 2014)**
3. Not only he is hardworking but intelligent.
4. Work hard lest you might not fail.
5. Until he does not work hard, he cannot pass. **(Gujrat 2015)**
6. Though he has enough money, but he will not purchase a house. **(P.U. 2004)**
7. Unless he does not write well, nobody will understand him.
8. There is no other book on the table but Bang-i-Dara بانگ درا
9. He did nothing but played. **(P.U. 2013)**
10. No only he came there and his brother. **(Sargodha 2011)**
11. Both the master as well as the slave were happy. **(Sargodha 2013)**
12. There is nothing but willing negligence. **(PU. 2015)**
13. Though every one speaks evil of you, but I will stand by you.
14. Until you have bad companions, you will never do well.
15. There is no other boy in the class but Saleem.

EXERCISE 33

Correct the following Sentences

Same **As** Such **As**
So **As** As **As**
No sooner + did + پہلی فارم **Than**
hardly, scarcely + had + تیسری فارم **When**

1. This is the same pen which you gave me yesterday.
2. He is such a man who is liked by everyone. **P.U. 2008**
3. He is not as happy as Saleem.
4. He is so happy as Saleem.
5. No sooner he saw me, he ran to embrace me. **(Gujrat 2013)**
6. He asked me that where I lived.
7. Such careless students who do not work hard seldom pass.

8. Hardly did he reach the station, the train steamed off.
9. Such students who do not work hard fail. **(P.U. 2012)**
10. Scarcely had he gone than a policeman knocked at the door. **P.U. 2008**
11. There is no such country which you mention.
12. He had hardly reached the station than the train started. **(Gujrat 2014)**
13. No sooner did we left the shop, It began to rain.
14. I read the same book which you purchased. **(P.U. 2012)**
15. No sooner I had fallen than they ran away. **(P.U 2004 group II)**

EXERCISE 34

Correct the following Sentences:

1. Because he is hardworking, therefore he will pass.
2. As he is strong, so he will climb the wall.
3. He could not help but laugh. **P.U. 2008 Supple.**
4. He cried as if he is mad.
5. He sings like his brother.
6. I gave him one hundred twenty rupees.
7. Supposing if he fails, what will you do.
8. If you do not come, then I shall not help you. **P.U. 2008**
9. Due to fever, he could not attend to his work.
10. The choice is between wealth or beauty.
11. Until he is good, he should not fear any one.
12. Neither he comes, nor he writes.
13. The reason why he wept is known to me.
14. What to speak of French, he does not know even English. **(P.U. 2004 group II) (Sargodha 2012)**

EXERCISE 35

Correct the following sentences:

1. The choice is between glorious death or shameful life.
2. I am not sure if he will succeed.
3. The examination will begin from Monday.
4. It is the business of a teacher neither to favour one boy or the other.
5. Supposing if you are caught, what will you do.
6. His successs is not equally remarkeable as the success of his friend.
7. I shall help you providing that you carry out my instructions.
8. She did nothing else than cry.
9. He asked that whether I knew his father.
10. I seldom or ever take the medicine. **P.U. 2010**
11. He is a good student but I have much pleasure in recommending him.
12. Wait here while I come; I won't be long.
13. Until you have bad companions, you will not do well.
14. So far, I am concerned, he is dead.
15. As far, the school is concerned, you are free to act as you please.
16. I do not know the reason why he dislikes me. **(P.U. 2004)**

EXERCISE 36

Test your knowledge of "Errors in written English"

(Revision Exercise based on Rules of English Grammar

1. A fee of fifteen rupees were paid to the doctor.
2. Each of the four boys have a book before him.

3. He said to me that he is unwell.
4. He is much happy to see me.
5. I am reading for three hours.
6. Near the fire the baby and the cat was playing.
7. One must not boast of his doings.
8. I have come to see you yesterday.
9. Neither of these two boys deserve the prize.
10. Nelson was greater than any sailor of his time.
11. I saw one eyed man.
12. I am sorry, I have a few friends.
13. He has gone bankrupt, he has a little money with him.
14. A few boys in the class were turned out.
15. Of the three men, he is certainly the better.
16. Young boys should be given little money.
17. I am one of those who can do what he likes.
18. Do not smoke the whole packet of cigarettes like your elder brother does.
19. Shall you give me your address?
20. There is enough milk in this jug for you and I.
21. I am your's obediently.
22. Do you know writing an essay?
23. The ship drowned into the sea.
24. Open your book at nine page.
25. This is a worthseeing building.
26. I denied to leave the room.
27. The tram-car is full. There is no place in it for any more.
28. He refused having murdered the child.
29. Is any of these two boys your friend.
30. Let the books lay where they are.

EXERCISE 37

Correct the following sentences

1. It is me.
2. Neither of them do his work honestly.
3. He had no other object but to serve his nation.
4. He told these news to his brother.
5. He is taller than me.
6. He is elder than you.
7. He is a best speaker.
8. He asked that what was he doing.
9. When I shall go to Lahore, I shall see my brother.
10. If I would have disobeyed my officer, I would have done wrong.
11. Seeing his teacher, he got off his bicycle.
12. You live miserly.
13. Due to my illness, I did not go to my office.
14. He is either a rogue or fool.
15. No sooner had I returned, the postman came.
16. He is so weak and he cannot walk.
17. He does not know swimming.
18. He is charged of murder.
19. Many a flower are blooming in the garden.
20. I have ten heads of cattle.

(9) Errors of Expression Explained in Urdu and English

انگریزی اور اردو زبان کے باہمی تضادات کی وجہ سے جو غلطیاں عام طور پر امتحان میں پوچھی جاتی ہیں۔ ان کو اردو اور انگریزی میں وضاحت کے ساتھ لکھا جاتا ہے۔ طلباء سے گزارش ہے کہ ان غلطیوں کو اچھی طرح ذہن نشین کر لیں۔

1. Above: above is not an adjective.

Above کو عام طور پر اسم صفت کے طور پر استعمال کیا جاتا ہے۔ جو غلط ہے۔ مثلاً عام طور پر ہم **Above paragraph, Above statement** کے الفاظ لکھتے ہیں۔ جو کہ غلط ہے۔

INCORRECT	CORRECT
Above statement	1. The statement given above.
Above paragraph	2. The paragraph given above.

2. All right: It is incorrect to write all right as "alright" or "al-right"

All right کو **Alright** یا **All-right** لکھنا غلط ہے۔

3. Back of: At the back of and not "in the back of".

Back of کو **At the back of** لکھنا صحیح ہوگا مگر **in the back of** لکھنا غلط ہوگا۔

3. Sick (بے چینی طبیعت کی خرابی) general generally means "vomiting" or tired.

4. Ill (زیادہ بیمار) Not well in the health.

1. He feels **ill** in the class. (Incorrect)
   He feels **sick** in the class. (Correct)

5. Grow Young: is wrongly used, a man can grow old and not young.

Grow young عام طور پر غلط استعمال کیا جاتا ہے۔ بوڑھے ہونے کے لئے **Grow old** لکھنا مناسب ہے۔ نوجوان ہونے کے لئے **Become young** لکھتے ہیں۔

1. When he **grew** young, he went to America. (Incorrect)
   When he **became** young, he went to America. (Correct)
   In his youth , he went to America. (Correct)

6. **Deny** (کسی بات سے انکار کرنا), **Refuse** (کام سے انکار کرنا)
   Decline (دعوت یا پیشکش کا انکار)

1. I asked him to bring water but he **denied** to bring it. (Incorrect)
   I asked him to bring water but he **refused** to bring it. (Correct)
2. He **refused** the invitation. (Incorrect)
   He **declined** the invitation. (Correct)

7. Future life: is often used in a wrong context.

It must be the **rest** of ones life or remaining life.

Future life عام طور پر انگریزی میں موت کے بعد کی زندگی کے لئے استعمال کرتے ہیں۔ اس کو بقایا زندگی کے مترادف لکھنا غلط ہوگا۔ مثلاً:

1. He will spend his **future life** in America after his retirement. (Incorrect)
   He will spend **the rest of** his life in America after his retirement. (Correct)

8. **Cent per cent:** does not mean "full" however hundred per cent is used to mean complete.

Cent Percent کو عام طور پر پورے یا مکمل طور پر کے لئے استعمال کیا جاتا ہے۔ جو کہ غلط ہے۔ اس کے معنی ہوتے ہیں۔ "اصل کے علاوہ سو"

1. He will get **cent per cent** marks. (Incorrect)
   He will get nearly full marks. (Correct)

9. **Centre:** means the point at an equal distance from the four corners. چاروں طرف کونوں سے برابر

Middle: **Midway between things.** (دو چیزوں کے درمیان والا حصہ)

1. I part my hair in the **center.** (Incorrect)
   I part my hair in the **middle.** (Correct)

10. **Common:** (مشترک، دو سے زیادہ میں) Means belonging to all members of a group.

Mutual: (باہمی، دو کے درمیان) means acting in both directions at the same time.

1. We went to the house of our **mutual** friend. (Incorrect)
   We went to the house of our **common** friend. (Correct)

(1). **Due to:** (کی وجہ سے) It is not a compound preposition. It is an **adjective** and it should refer to some noun or pronoun. It is always preceded by the verb **"to be"** (is am, are, was, were,)

Due to اسم صفت ہے نہ کہ حرف جار، اس لئے اس سے پہلے فعل ناقص استعمال ہوتا ہے۔

(2). **Owing to:** (کی وجہ سے) is a compound preposition. It can be used to refer to the verb.

Due to سے پہلے فعل **to be** یعنی **Helping Verb** ضرور آتا ہے۔ یعنی **due to** سے پہلے **Helping Verb** کا آنا ضروری ہوتا ہے۔ لیکن **owing to** سے پہلے ایسا ضروری نہیں۔ **owing to** سے پہلے اصل ورب آ سکتا ہے۔

1. He is ill **owing to** cold. (Incorrect)
   He is ill **due to** cold. (Correct)

Due to یہاں پر اسم صفت کے طور پر استعمال ہوا ہے۔ اس سے پہلے **Helping Verb** آتا ہے۔

2. He came late **due to** illness. (Incorrect)
   He came late **owing** to illness. (Correct)

12. **Place:** means situation or position of locality.

Place کا مطلب ہے مرتبہ، صورت حال یا جگہ کا درجہ۔ ہم کہتے ہیں کہ

1. Place of women in society.
2. It is good place to live in.

Room: means space (گنجائش، لوگوں کے بیٹھنے وغیرہ کے لئے جگہ)

1. There is **no place** in this compartment. (Incorrect)
   There is **no room** in this compartment. (Correct)

13. **O, Colck: Is always used with exact hours.**
    It is wrong to say **4:30 O clock.**

O Clock صحیح اور متعین گھنٹوں کے لئے استعمال کریں۔ مثلاً:

Four O Clock, Seven O Clock.

1. He reached by 4:30 O' Clock train. (Incorrect)
He reached **by 4:30** train. (Correct)

14. To give a test : (استاد کا شاگرد سے امتحان لینا)
To take a test: (امتحان میں بیٹھنا)

1. The teacher **took** a test of the boys. (Incorrect)
The teacher **gave** a test to the boys. (Correct)

15. Attach: is followed by a preposition **"to"** and not **"with"**
Attach کے بعد ہمیشہ **"to"** بطور **Preposition** استعمال کریں اور **Enclosed** کے ساتھ **with** لگائیں۔--

Copies of testimonials are **attached herewith.** (Incorrect)
Copies of testimonial are **attached here to.** (Correct)
However, we can write **enclosed here with.**

16. Keep in mind is wrong, It should be **Bear in mind.**

17. With a view to is always followed by a Gerund.
With a view to کے بعد ہمیشہ اسم حاصل مصدر لگائیں۔

He went there **with a view** to find the fact of murder. (Incorrect)
He went there **with a view** to finding the fact ot murder. (Correct)

18. To keep good health: is wrong, the correct phrase is to **keep in good health,** or to **have good health.**

19. Female: (مادہ) should not be used for women.
Female مادہ کے لئے استعمال ہوتا ہے جو کہ جانوروں اور کیڑوں مکوڑوں وغیرہ کی بھی ہو سکتی ہے۔ خواتین کے لئے لفظ **Ladies** لکھیں۔

The **females** of house went to see picture. (Incorrect)
The **ladies** or **women** of house went to see picture.– (Correct)

21. Listen: to hear with close attention.
Hear (سننا) Please **hear** to me. (Incorrect)
Please **listen** to me. (Correct)

22. Over flow: The past participle of overflow is wrongly used as; **overflown**
Whereas it is **overflowed.**

Overflow کی دوسری اور تیسری فارم **over flowed** ہے نہ کہ **over flown**

The river has **over flown** its banks. (Incorrect)
The river has **overflowed** its banks. (Correct)

23. Your's sincerely: is wrongly used in letters and applications, it should be **yours sincerely.** No apostrophe is used.

24. Yours affectionate friend: is a wrong expression. It should be **your affectionate friend.**
ly پر ختم ہونے والے الفاظ کے ساتھ عام طور پر **yours** لکھتے ہیں۔ جیسا کہ:

Yours affectionately.
Yours sincerely.

25. **To leave from:** is wrongly used to express farewell or to part from. It should be "**take leave of** "(جدا ہونا)

He **took leave from his wife.** (Incorrect)

He **took leave of his wife.** (Correct)

26. **Good night:** is an expression of departure and farewell. It is not related to time while **Good evening** is an expression of greeting.

جب ایک انگریز دوسرے انگریز سے شام کے وقت ملتا ہے تو اسے **Good evening** کہتا ہے۔ جب کہ خدا حافظ کہتے وقت Good night کہتا ہے۔ چاہے مکمل رات نہ ہوئی ہو۔

27. **Return Post:** is wrongly used for "by return of post."

Return Post. (Incorrect)

By **the return post.** (Correct)

By **return of post.** (Correct)

28. **As follows:** The verb is invariable in number. It is never "**as follow**".

His arguments are **as follow.** (Incorrect)

His arguments are **as follows.** (Correct)

As کے بعد دراصل **It** آنا چاہیے لیکن انگریز اسے حذف کر دیتے ہیں۔ **It** ایک واحد لفظ ہے۔ اس لئے اس فعل کی پہلی فارم کے ساتھ 's' لگایا گیا۔

یعنی

His arguments are as it follows.

29. **Soon:** is often misused for quickly, **soon** is used to show question of time, **quickly** is used to show pace or speed.

Soon کو عام طور پر وقت کے ساتھ وابستہ کیا جاتا ہے۔ جب کہ **Quickly** کو رفتار کے ساتھ استعمال کیا جاتا ہے۔

1. He walked **soon.** (Incorrect)
   He walked quickly. (Correct)
2. He ate **quickly.** (Incorrect)
   He ate soon. (Correct)

30. **Par from:** کسی شخص سے جدا ہونا

Part with: کسی چیز سے جدا ہونا

1. He **parted with** his brother. (Incorrect)
   He **parted from** his brother. (Correct)
2. He **parted from** the money. (Incorrect)
   He **parted with** the money. (Correct)

10. Errors of expression in a Nutshell

Do not write incorrect	Always write Correct
pant	trousers
stockings	stocks
boarding	boarding house
sceneries	scenery
poetries	poems
mischiefs	acts of mischief
abuse	words of abuse
business	a piece of business
summer vacations	summer vacation
vegetable	vegetables
blotting	blotting paper
females	women or ladies
males	men
cent per cent	nearly full
both of us did nto work	neither of us worked
family	members of a family
bed sheet	sheet
I beg to state	I beg leave to state
Family man	A man with a family
Our English professor	Our Professor of English
we enjoyed ourselves the match	we enjoyed the match
dispose off	dispose of (بیچنا)
pull on well	pull well together (نبھا کرنا) get on well
I am not on talking terms with him.	I am not on speaking terms with him. (میری اس سے بول چال بند ہے۔)
His speech was broadcasted	His speech was broadcast
In the way.	on the way.
He knows to swim.	He knows how to swim.
See there comes the President.	Look, there comes the President.
Will you join us at the meal.	Will you join us at the meals. (مشترکہ کھانا، دعوت)
When do you sleep?	When do you go to bed?

It is none of his concern.	**It is no concern of his. (اس بات کا کسی سے کوئی تعلق نہیں)**
There was pin drop silence.	**There was unbroken silence. OR (complete silence)**
He found it hard to make his two ends meet.	**He found it hard to make his both ends meet.**
This water is good for drinking.	**This water is good to drink.**
Mother land.	**Father land OR Mother country.**
Match Box	**A box of matches**
Recover from fatal illness.	**Recover from serious illness.**
A failed student	**A failed candidate.**
My brother stood first in the class.	**My brother came first in the class.**
I enjoyed thoroughly.	**I enjoyed myself thoroughly.**
Preferable than.	**Preferable to.**
With a view to do	**With a view to doing**
What to speak of	**Not to speak of**
Do the needful	**Do what is necessary**
Talking terms	**Speaking terms**
Picked up a quarrel	**Picked a quarrel**
Ordered for	**Ordered**
Poors	**the poor**
One of my friend	**One of my friends**
Reach at	**Reach**
Noise	**A noise**
Aim to	**Aim at**
On my address	**To my or at my address**
Discuss about / on	**Discuss**
Copy	**Note book**

EXERCISE 38

Based on "Errors of Expression" Wrong Use of Idiomatic English

Correct the following Sentences

1. He left by 4:30 O clock train.
2. He is our mutual friend.
3. He gave a speech.
4. The ship was drowned.
5. I hate these sorts of men.
6. Our team made a goal.
7. I refused the invitation.
8. This is a worthseeing building.
9. I hope to get fever soon.
10. I know swimming.

11. The females have come there to seek your advice.
12. The class gave a test in English.
13. He gave me some blotting.
14. He refused having murdered her.
15. He wore his hat and left the room.

Hinst for Solution

(1) 4:30 (5) this sort (7) declined (9) fear (15) put on

EXERCISE 39

Correct the following Sentences.

1. There is no place in the compartment.
2. He got nearly cent per cent marks.
3. He put off his hat.
4. I cannot pull on with my wife.
5. Good night, I am pleased to meet you.
6. All the staff members attended the meeting.
7. My son is sick these days.
8. He invited me but I denied to go to his house.
9. He is a famous criminal.
10. Sir, I am a family man.
11. He returned back my book at once.
12. There are no breads in the house.
13. He provided the blinds with food and clothes.
14. I am not on talking terms with her.
15. At what time do you sleep?

Hints for Solution.

1. Room 2. Nearly full 4. Pull well together, 5. Good evening, 10. Man with a family 15. Go to bed

EXERCISE 40

Correct the following Sentences.

1. Wrong or right, I am determined to go there.
2. I have no doubt but that in the end we will succeed.
3. I regret at the delay.
4. My tooth is paining.
5. I hope you are keeping good health.
6. He came off a respectable family.
7. I want to buy a copy.
8. The riches should help the poor.
9. The male members of my family are against this marriage.
10. He is in the habit of speaking lies for nothing.
11. The two first columns of the newspaper are badly printed.
12. I request you not to cut jokes in the class.
13. H enjoys bad health.
14. He hit an over boundary.
15. We saw a joker at circus.

Hints for Solution

4. There is pain in my tooth, 9.Men, 10. Make jokes, 14. Six, 15. Clown.

11. Exercises based on miscellaneous common Errors

EXERCISE 41

1. The house's roof fell down.
2. The sceneries of Kasmir are wonderful.
3. In the way, I met an old beggar.
4. What does personality consist of.
5. What to speak of English, he does not know even Urdu.
6. The old man gave us many advices.
7. He ordered for a glass of water.
8. He is one of my friend. **(Gujrat 2015)**
9. I prefer vegetable to meat.
10. This pen is inferior than that.
11. He fell sick because he worked hard.
12. Please do the needful. **P.U. 2008**
13. Do you know where can I find a cold drink? **(Gujrat 2015)**
14. We aim to help the poor.
15. I have disposed off my old books.

EXERCISE 42

Correct the following Sentences.

1. He is ill from fever.
2. A thousand miles are a long distance.
3. Time and tide waits for no man.
4. He kept himself away from the school.
5. He availed the opportunity and passed the examination.
6. I am a woman who seek my daughter's welfare.
7. He is always boasting his achievement.
8. Because he is lazy, therefore he is punished.
9. I hope you will fail.
10. He has not replied my letter.
11. There is not such word which he mentions.
12. He is too busy to attend to some work.
13. Will I be so fortunate as to get the job applied for.
14. You are the boy who are wanted by the police.
15. I cannot work like you do.

EXERCISE 43

Correct the following Sentences:

1. These kinds of mangoes are not very sweet.
2. These roses smell very sweetly.
3. A few hour's study are enough.
4. Extravagance (فضول خرچی) as well as parsimony (کنجوسی) are to be avoided.
5. He persisted to do it.
6. I shall make him to obey me.
7. You need not to ask.
8. You dare not to do it.

9. You ought to have regarded him your superior.
10. They made a goal.
11. I think him as a silly person.
12. He is regarded the greatest poet of the town.
13. He knows to make the best of his opportunity.
14. Honey is too sweet.
15. I am too happy to meet you.

EXERCISE 44

Correct the following Sentences:

1. Due to illness, he did not come to college.
2. The voice of a woman is softer than man.
3. The two brothers never loved one another.
4. Shakespeare is greater than any dramatist.
5. No sooner he saw the thief, he uttered a shriek. (چیخ)
6. More than one doctor was present.
7. There is some tea in the kitchen, but there is not some milk in it.
8. He closely resembles to his father in appearance.
9. He went to enquire about his health.
10. Send this letter on this address.
11. Do not find fault in this work.
12. If I were him, I should not go there.
13. He has been more successful than me.
14. He has no issue.
15. He was hung for murder.

EXERCISE 45

Correct the following Sentences:

1. He did not get answer of my letter.
2. Ahmad is more intelligent than either of his sisters.
3. My partners as well as I am ruined.
4. Until you remain idle, you will not make no progress.
5. Until you are good, you need not fear any body.
6. He recommended for me the magistrate.
7. Neither women nor children was admitted.
8. None remain to tell the story of that distress.
9. Every one that see him, love him.
10. He never has and never will do such a thing.
11. He seldom or ever arrives in time.
12. This table is more circular than that.
13. I am much sorry to differ with you.
14. She is the cleverest and prudent lady in the city.
15. This is one of the most interesting novels which has appeared this year.

EXERCISE 46

Correct the following Sentences:

1. His father is ill for three months.
2. I have an urgent business at Lahore.
3. Many a boy were present in the function.

4. I know to play on piano.
5. One cannot be careful about what he says.
6. I made him to read the whole book.
7. I would sooner run than to walk.
8. Fish is very good to be digested.
9. He behaves as though he is the only scholar.
10. Will I be fifty next year.
11. If I fail in this, I shall give the next examination.
12. I wrote nothing yesterday but learnt two poetries by heart.
13. They returned back our money.
14. I would go if I was you.
15. He enquired that who went out.

EXERCISE 47

Correct the following sentences:

1. Of the two books, this is the best.
2. Neither the driver or the passenger is responisible for the accident.
3. Neither the soldier not the sailor were really to blame.
4. He is taller than any boy in the class.
5. I will write you next week.
6. He did not know that charity begin at home.
7. We wanted to know how they have failed in the examination.
8. I received this news just now.
9. He could not find him nowhere.
10. The condition of the patient is very better today.
11. She talks like her mother does.
12. He bade me to go there.
13. If one obeys his parents, he will be happy.
14. He was ill for the last four days.
15. Multan is hotter than any city in Pakistan.

EXERCISE 48

Correct the following sentences:

1. He walked all the way by foot.
2. Tell him to write with ink.
3. The poors deserve our help.
4. Higher you go, cooler it is.
5. The captain with all his sailors were made prisoners.
6. If he would come, he would be welcome.
7. The professor told us that it was never too late to mend.
8. I could not help but laugh.
9. I asked him that whether he was sick.
10. I am angry on you.
11. I met no other but them.
12. Do you know to swim.
13. The mother loves with her son.
14. Salma and Parveen loved one another.
15. I received a reply in affirmative.

EXERCISE 49

Correct the following sentences:

1. I have gave up smoking.
2. He is lying in bed since yesterday.
3. I am superior over him in every respect.
4. He reached in the college at 10:0 O clock.
5. He did many mischiefs.
6. He gave me many abuses.
7. He arrived at the ground too late.
8. The later part of the novel is interesting.
9. He or she is thief.
10. I have not seen him since tha last three weeks.
11. He is a right man in a right place.
12. I you and he attended the meeting.
13. He will be cured from his fever.
14. Why he wrote that foolish letter.
15. I laid in bed till eight in the morning.

EXERCISE 50

Correct the following sentences:

1. How you got this job?
2. Walk fast lest you should not miss the train.
3. He availed this opportunity.
4. He absented from the class.
5. He is blind about his own weakness.
6. I read Pakistan Times daily.
7. There is no place in this compartment.
8. Why did he not played hockey.
9. I have no chair to sit.
10. Have you broke the chair.
11. If I would have worked hard, I would have passed.
12. Your writing is inferior than him.
13. The gold is a costly metal.
14. He is the tallest of two.
15. How charming are the scenery of Kashmir.

EXERCISE 51

Correct the following sentences:

1. How could I go unless I have asked your permission first.
2. My father asked me to go to the fair and enjoy there.
3. I have not seen you last night.
4. I do not know where was he that time.
5. The speech he gave at the function was impressive.
6. He is worthy for an admiration.
7. The gang of thieves were arrested.
8. Hurry up, lest you may not miss the train.
9. He has been missing since 48 hours. **(Gujrat 2014)**
10. Everybody must do their best to win this war.

11. What to speak of clothes, he has no money to buy even milk.
12. She wants to go to the pictures.
13. The accused was absolved from all blame.
14. The house stood up in the dull street because of its red door.
15. There is no room for him in this society.

EXERCISE 52

Correct the following sentences:

1. I am leaving by the 6:30 o clock train.
2. It is time to immediately do the work in hand.
3. He is taller than any boy in he class.
4. Neither the soldier not the sailor were really to blame.
5. His politics is in progress.
6. I do not like these sorts of people.
7. I never remember to have seen him before.
8. No less than fifteen sailors were killed in the explosion.
9. Let you and I do it.
10. When you say, I must take your word for it.
11. His mathematics is week.
12. I do not know that when he will come.
13. I do not know him like you do.
14. Supposing if you are arrested, what will you do.
15. He was hung for murder.

EXERCISE 53

Correct the following sentences:

1. Jhelum flows through a beautiul valley.
2. He said that he is ill.
3. The teacher told us that water was liquid.
4. I have read none of these two books.
5. The mill workers are on strike for the last six days.
6. He was not only beaten but fined.
7. Each of these boys play games.
8. The man is mortal.
9. Give me a ten rupees note.
10. I have received your letter yesterday.
11. I prefer death than dishonour.
12. Seven miles are a long distance.
13. He congratulated me for my success.
14. He told the judge that sir I am not guilty. **(P.U. 2015)**
15. Put little quantity of sugar in tea.

EXERCISE 54

Correct the following sentences:

1. I am too glad to meet you.
2. He is kind on me.
3. I am more intelligent than her.
4. If I fail in this, I will give the next examination.
5. She was married with a rich amn.

6. He has arrived at five O clock yesterday.
7. I forbid you not to go there.
8. You should avoid from bad company.
9. Write with ink.
10. She prayed God for my long life.
11. He said that he saw him last year.
12. I asked him where was his father.
13. He is the most happiest man living on earth.
14. The committee was divided in its opinion.
15. He requested me to kindly help him.

EXERCISE 55

Correct the following sentences:

1. He is both intelligent as well as diligent.
2. He has been operated.
3. He packed his luggages.
4. Please tell me where is your father.
5. Neither they nor their friend have arrived.
6. The teacher with all his students were there.
7. I am much grateful to you.
8. He has not read either of these three books.
9. I have received your letter yesterday.
10. Either you or I are in the right.
11. He replied that he will come.
12. Please wait little longer.
13. I am more intelligent than her.
14. Here is my cup. please fill.
15. Both men have not come.

EXERCISE 56

Correct the following sentences:

1. Though he was busy, but he talked to me.
2. The patient died before the doctor arrived.
3. Let you and I do it.
4. Let him lay the books on the table.
5. Any of these two books will do for me.
6. There are no less than forty students in the class room.
7. As a dramatist Shaw is superior than Galsworthy.
8. Please, open the light.
9. Nobody in their senses would have done that.
10. Many a boy are drowned into the sea.
11. A long of wood is swimming in the river.
12. I am yours sincerely.
13. This is such an honour which I never expected.
14. I have read this book with no other help but the notes.
15. All will be well when you will come.

12. Errors selected from University Papers 2013-2018

حل شدہ

(P.U. 2013 Group-I)

1. Mr. Zahid with his wife and children live here.
2. A number of boys is absent.
3. We should avail of this chance.
4. They went to the fair and enjoyed.
5. The murderer was hung.
6. You are very kind on me.
7. You need not to go there.
8. He has visited Lahore yesterday.
9. If you will come to me, I will help you.
10. He swore of God.

Solution

1. Mr. Zahid with his wife and children **lives** here.
2. A number of boys **are** absent.
3. We should avail **ourselves** of this chance.
4. They went to the fair and enjoyed **themselves.**
5. The murderer was **hanged.**
6. You are very kind **to** me.
7. You need not to **go** there.
8. He **visited** Lahore yesterday.
9. **If you come** to me, I will help you.
10. He sword **to** God.

(P.U. 2013 Group-II)

1. She sings good.
2. He comes late often.
3. Do you know to cook?
4. I had not written any letter last night.
5. He did nothing but played.
6. He is suffering from fever for ten days.
7. He said that he can help me.
8. She was married with her cousin.
9. Although he is old but active.
10. Tariq as well as Asad are my friend.

Solution

1. She sings **well.**
2. He **often** comes late.
3. Do you know **how to cook?**
4. I **did not** write any letter last night.
5. He did nothing **else** but played.
6. He **has been suffering** from fever for ten days.
7. He said that he **could** help me.
8. She was married **to** her cousin.
9. Although he is old **yet** active.
10. Tariq as well as Asad **is** my friend.

(P.U. 2014 Group-I)

1. He was failed in B.A.
2. I am sick with his company.
3. Bring me any water to drink.
4. He congratulated me for his success.
5. Many a men were present there.
6. Either he or his friends helps me.
7. None of the two brothers is intelligent.
8. I object to his go there.
9. I shall not let him to go there.
10. Such careless students who do not work hard seldom pass.

Solution

1. He **failed** in B.A.
2. I am sick **of** his company.
3. Bring me **some** water to drink.
4. He congratulated me **on** his success.
5. Many a man **was** present there.
6. Either he or his friends **help** me.
7. Neither of the two brothers is intelligent.
8. I object **to his going** there.
9. I shall not let him **go** there.
10. Such careless students **as do** not work hard seldom pass.

(P.U. 2014 Group-II)

1. We all did not go.
2. One should not waste his time.
3. This is not such a weather which was expected.
4. You need not to worry.
5. He is more better than I.
6. This book is superior than that.
7. We had have very nice tea.
8. Either he or his brother are at fault.
9. What makes you to look so happy.
10. Both Nazia as well as Nazish are intelligent.

Solution

1. **None of us went.**
2. **One** should not waste **one's** time.
3. This is not such a weather **as** was expected.
4. You need **not** worry.
5. He is much better than I.
6. This book is **superior to** that.
7. We had had very nice tea.
8. Either he or his brother **is** at fault.
9. What makes you **look** so happy.
10. Both Nazia **and** Nazish are intelligent.

(P.U. 2015 Group-I)

1. The news are not true.
2. His manners are like his father.
3. He availed of the opportunity.
4. None of them have done it.
5. You and Abdullah has not done this work.
6. I do not like him going there daily.
7. No less than fifty people were killed in explosion.
8. The population of Lahore is greater than Nankana Sahib.
9. The murderer was hung.
10. He gave a good speech in the end.

Solution

1. The news **is** not true.
2. His manners are like **those of** his father. OR
   His manners are **as his father's are**.
3. He availed **himself** of the opportunity.
4. None of them **has** done it.
5. You and Abdullah **have** not done this work.
6. I do not like **his** going there daily.
7. No **fewer** than fifty people were killed in explosion.
8. The population of Lahore is **greater than that** of Nankana Sahib.
9. The murderer **was hanged.**
10. He **delivered** a good speech in the end.

(P.U. 2015 Group-II)

1. The principal refused acceding to my request.
2. Neither the minister nor the king deserve to be praised.
3. He enjoyed a lot.
4. This is nothing but willing negligence.
5. You and Abdullah has done their work.
6. Climbing down the tree, one of the eggs broke.
7. The doctor saw the pulse of the patient.
8. The population of Lahore is greater than Nankana Sahib.
9. He told judge that sir I am not guilty.
10. He is senior than me in the length of service.

Solution

1. The principal refused **to acced to my** request.
2. Neither the minister nor the king **deserves** to be praised.
3. He enjoyed **himself** a lot.
4. This is nothing else **but** willing negligence.
5. You and Abdullah **have** done **your** work.
6. When **we** climbed down the tree, **we** broke one of the eggs.
7. The doctor **felt** the pulse of the patient.
8. The population of Lahore is greater than **that** of Nankana Sahib.
9. He told judge " Sir, I am not guilty."
10. He is senior **to** me in the length of service.

(P.U. 2016 Group-I)

1. He is coward.
2. He persisted to do it.
3. There are lying ten furniture's in your room.
4. After all, he had to confide on somebody.
5. The girl who was promoted, she was my fiancée?
6. His all hopes were dashed to the ground.
7. He was failed in B.A.
8. The pizza and the sandwich looks good.
9. The decreasing numbers of birth haul been attributed to family planning.
10. He is not capable to do it.

Solution

1. He so **cowardly**.
2. He persisted **in** doing it.
3. There are lying ten **articles** of furniture in your room.
4. After all, he had to confide **in** somebody.
5. The girl who was promoted, **was** my friend.
6. **All his** hopes were dashed to the ground.
7. He **failed** in B.A.
8. The pizza and the sandwich **look** good.
9. The decreasing number of birth **has been** attributed to family planning.
10. He is not capable **of** doing it.

(P.U. 2016 Group-II)

1. He gave me many abuses.
2. He bought five dozens eggs.
3. The English is spoken throughout the world.
4. He fixed a gallow for the criminal.
5. One must do his duty.
6. If he were older, he have more sense.
7. One should take care of his health.
8. She sing poem to her audience.
9. The envy is an evil passion.
10. I cannot help to praise him.

Solution

1. He gave me many **words of abuse**.
2. He bought five **dozen** eggs.
3. **English** is spoken throughout the world.
4. He fixed a **gallows** for the criminal.
5. One must do **ones** duty.
6. If he were older, he **would** have more sense.
7. One should take care of **ones** health.
8. She **sings** poem to her audience.
9. **Envy** is an evil passion.
10. I cannot **help praising** him.

(P.U. 2017 Group-I)

1. It looks as if he alt stale bread yesterday.
2. This is the most unkindest cut of all.
3. We won the math by an inning.
4. Do not dare to tell her what happened.
5. There is no place in this compartment.
6. The scholarship were competed.
7. Any of the two boys have written a story.
8. He is M.A in English.
9. I did not give him some money.
10. There is no place in this compartment.

Solution

1. It looks as if he **had eaten stale** bread yesterday.
2. This is the **unkindest** cut of all.
3. We won the math by an **innings.**
4. I do not **dare tell her** what happened.
5. There is no **room** in this compartment.
6. The scholarship were **competed with.**
7. Either of the two boys has written a story.
8. He **is an M.A in** English.
9. I did not give him any money.
10. There is **no room** in this compartment.

(P.U. 2017 Group-II)

1. It is I who is to blame.
2. Let you and I go to the river.
3. His mathematics is weak.
4. If I warn him, he would not obey.
5. Little money is better than none.
6. I am getting late from college.
7. He is the strongest and hard working student of the class.
8. At last, she reached in the garden.
9. She walks as if she was lame.
10. The bereaved father was overwhelmed by the grief.

Solution

1. It is who **am** to blame.
2. Let **you** and **me** go to the river.
3. His mathematics **are** weak.
4. If I warn him, he **will** not obey.
5. **A** little money is better than none.
6. I am getting late **for** school.
7. He is the strongest and **the** most **hardworking** student of the class.
8. At last, she reached **the** college.
9. She walks as if she **were** lame.
10. The bereaved father was overwhelmed **with** grief.

CHAPTER 3

Direct & Indirect Narration

(i) Direct & Indirect Speech for the Beginners

Direct Speech repeats (دہرانا) the acutal words of speaker where as the Indirect Speech gives the substance (لب لباب) of the speaker.

اگر کسی کے الفاظ بلا کم و کاست دہرا دیے جائیں تو اس طرزِ بیان کو **Direct Speech** کہا جاتا ہے۔ مثلاً

Jamil said, "I am suffering from fever."

اگر مجھے جمیل سکول جاتے ہوئے راستے میں ملتا ہے اور کہتا ہے **"I am suffering from fever"** اور ہیڈ ماسٹر صاحب سے یہ بات کہنی ہو تو میں جمیل کے الفاظ کو تھوڑے سے ردوبدل کے بعد اس طرح بیان کروں گا کہ اس کا مفہوم مسخ نہ ہو۔ میں جمیل کے کہے ہوئے الفاظ اس طرح کہوں گا۔ **Jamil told me that he was suffering from fever.**

میں ہیڈ ماسٹر کو مخاطب کر کے کہوں گا "مجھے جمیل نے بتایا کہ وہ بیمار ہے۔"

اس طرزِ بیان کو ہم **Indirect Speech** کہتے ہیں۔ انگریزی میں دونوں طرز ہائے بیان مستعمل ہیں۔

یہاں پر ہم **Direct Speech** سے **Indirect Speech** بنانے کے طریقوں کو بیان کریں گے۔ لیکن ان طریقوں کو سمجھنے سے پہلے کچھ بنیادی باتوں کا جاننا ضروری ہے۔ جو درج ذیل ہیں۔

Subject (فاعل):

Subject is the part of a sentence about which something is stated.

کسی فقرے کا وہ حصہ جس کے متعلق کوئی بات بیان کی جائے، فاعل کہلاتا ہے۔ مثلاً **Saleem bought a car.**

اس فقرے میں **Saleem** کو ہم فاعل کہیں گے کیونکہ **Saleem** کے متعلق بتایا گیا ہے کہ اس نے کار خریدی ہے۔

Object (مفعول):

Object is the part of the verb on which some action has been done.

کسی فقرے کا وہ حصہ جس پر کوئی کام واقع ہو، انگریزی میں **Object** کہلاتا ہے۔

اوپر والے فقرے میں **a car** کو **object** کہا جائے گا۔

Pronoun (اسم ضمیر):

A pronoun is a word used; in place of a noun which always comes before it. e.g.

Aslam is a student of the 10th class. He is in the good books of his teacher.

جو لفظ کسی شخص، جگہ، یا چیز کے نام کی جگہ استعمال کیا جائے تو اس کو اسم ضمیر کہتے ہیں۔ اگر کسی **noun** کو بار بار استعمال کیا جائے تو یہ برا دکھائی دیتا ہے اس لئے **noun- pronoun** کو بار بار استعمال کرنے سے بچاتا ہے۔

Personal Pronoun (اسم ضمیر شخصی) :

A personal pronoun is so called because it stands for:

1. **The person speaking (متکلم) as I, we (بات کرنے والا مثلاً میں اور ہم وغیرہ) (First person)**
2. **The person spoken (مخاطب) as , you (جس سے بات کی جا رہی ہو مثلاً تم، آپ) Scond person**
3. **The person spoken of (غائب) as he, she, it (جس کے متعلق بات ہو رہی ہو مثلاً وہ (مرد) وہ (عورت) وغیرہ)**
Third person

(P.U. 2018 Group-I)

1. Many a men are killed in the battle.
2. What makes you to look so happy.
3. I admitted my brother into school.
4. The judge disposed the case at once.
5. Ali's business was hardly hit be strikes.
6. She was failed in B.A.
7. The men is mortal.
8. He is the wisest of the two.
9. She died from cancer.
10. Either he or I are right.

Solution

1. Many a **man is** killed in the battle.
2. What makes you **look** so happy.
3. I got my brother **admitted** to school.
4. The judge **disposed of** the case at once.
5. Ali's business was **hard** hit by strikes.
6. She **failed in** B.A.
7. Man is mortal.
8. He is the **wiser** of the two.
9. She died of cancer.
10. Either he or I **am** right.

(P.U. 2018 Group-II)

1. She sings good.
2. He availed of the opportunity.
3. I am sick with his company.
4. In the way, I met an old friend.
5. Leave was availed at once.
6. Do you know to cook?
7. He is suffering from fever for ten day.
8. He is ill from fever.
9. The teacher gave me much advices.
10. These all men are poor.

Solution

1. She sings **well**.
2. He availed **himself** of the opportunity.
3. I am sick **of** his company.
4. **On the** way, I met an old friend.
5. Leave was availed **of** at once.
6. Do you know **how** to cook?
7. He has been suffering from fever for ten days.
8. He is **ill with** fever.
9. The teacher gave many **pieces** of advice.
10. **All these** men are poor.

Solved Examples

1. I am going to Lahore. (صیغہ واحد متکلم)
   We are going to Lahore. (صیغہ جمع متکلم)

   The pronouns, **I, we** refer to the speaking person and are called **first person**.

یہ **pronouns** گفتگو کرنے والے (متکلم) کے لیے استعمال کیے جائیں تو انہیں **First person** کے **pronoun** کہا جاتا ہے۔

2. I shall punish you. (صیغہ واحد، جمع حاضر)

You واحد اور جمع دونوں کیلئے استعمال ہوتا ہے اس کیلئے استعمال میں تذکیر و تانیث یا واحد جمع کی کوئی قید نہیں۔ یہ ہر صورت میں استعمال ہوتا ہے۔
یہ **Pronouns** مخاطب یا حاضر (یعنی جس کے ساتھ گفتگو کی جائے) کے لیے استعمال کیے جائیں انہیں **Second Person** کے **pronouns** کہا جاتا ہے۔

3. She has left for Lahore. (صیغہ واحد غائب)
   They bought a pencil from the market.

صیغہ واحد غائب **He, She, It** ہوتے ہیں۔ صیغہ جمع کیلئے **They** استعمال ہوتا ہے۔

The pronouns, **he, she, it,** and **they** refer to the persons or things spoken of and are called **third person pronouns.**

یہ **Pronouns** غائب (یعنی جس کے متعلق گفتگو کی جائے) کیلئے استعمال ہوں انہیں **Third Person** کے **Pronouns** کہا جاتا ہے۔

Personal Pronouns

Number	Person	Subject (فاعل)	Object (مفعول)
Singular	First	I	me
Singular	Second	you	you
Singular	Third	he, she, it	him, her, it
Plural	First	we	us
Plural	Second	you	you
Plural	Third	they	them

Summary of Above Points

1st Person: I, we **2nd Person:** thou, you **3rd Person:** he, she, it, they

The following table shows the **three persons** in different cases.

Person	Number	Nominative case	Objective case	Possessive case
1st	Singular	I	me	my
	Plural	We	us	our
2nd	Singular	you, thou	you,thee	your, thy
	Plural	you	you	your
3rd	Singular	he, she, it	him, her, it	his , her, its
	Plural	they	them	their

مندرجہ بالا **Table** کی نیچے تشریح دی جا رہی ہے۔

Personal Pronoun عام طور پر تین حالتوں میں استعمال ہوتے ہیں۔

1. **Subjective Case** (فاعلی حالت) 2. **Objective Case** (مفعولی حالت)
3. **Possessive Case** (اضافی یا ملکیتی حالت)

1. **Subjective case:** I, we, you, he, she, it, they (فاعلی حالت)

I am going to Lahore. یہاں پر I فاعلی حالت میں استعمال ہو رہا ہے۔

We are leaving for Lahore. لفظ We فاعلی حالت میں استعمال کرتے ہیں۔

2. **Objective case:**

Give me a book. یہاں پر **me** مفعولی حالت میں استعمال ہو رہا ہے۔

It کی حیثیت:

لفظ **it** جانوروں، بچوں اور بے جان چیزوں کیلئے استعمال ہوتا ہے۔ یہ **Neuter Gender** ہے۔ یہ فاعل اور مفعول دونوں کیلئے استعمال ہوتا ہے۔

(a) He loves his cat and cannot live without it. یہاں پر **it** مفعول کے طور پر استعمال ہو رہا ہے۔
(b) It is a big room . یہاں پر **it** فاعل کے طور پر استعمال ہو رہا ہے۔

3. **Possessive case:** (ملکیتی حالت)

مندرجہ ذیل الفاظ ملکیت کو ظاہر کرنے کیلئے استعمال ہوتے ہیں۔

my, our, mine, ours, your, yours, his,her, hers, theirs,

1. This is **my** book. 2. This book is **mine.** 3. This is **our** house.
4. I like **your** habits. 5. It is **his** car.

نوٹ: طلباء کو نوٹ کرنا چاہیئے کہ **its** کے ساتھ کوئی **apostrophe** استعمال نہیں ہوتی۔ **its** کو **it's** لکھنا غلط ہے۔

Incorrect	Correct
It's	**Its**
Your's	**Yours**
Your's obediently	**Yours obediently**

Direct Speech سے **Indirect Speech** بنانے سے پہلے طلباء کو فاعل، مفعول، اور **Pronouns** کی مختلف حالتوں کا واضح تصور ہونا چاہیئے۔ اس لئے ذیل میں مشقیں دی جا رہی ہیں۔ جن سے ان بنیادی تصورات کو ذہن نشین کرنے میں مدد ملے گی۔

EXERCISE 1

1- Identify subject and object in the following sentences.

مندرجہ ذیل فقروں میں فاعل اور مفعول علیحدہ علیحدہ کر کے لکھیں۔

Hints: He killed a snake. Subject (فاعل) : **He** Object (مفعول): **Snake**

1. I bought a car.
2. The gardener plucked the flower.
3. The child is sleeping in the cradle (پنگوڑا).
4. I have solved the sums.
5. Saleem is a noble boy.
6. My brother loves flowers.

7. Cats are fond of birds.
8. My father gave the man a rupee.
9. The teacher is writing on the blackboard.
10. The cruel animal tore the child into the pieces.

(b) Pick out pronouns in the following.

1. I shall go to Lahore tomorrow.
2. Those books are mine.
3. I dislike cats but she loves them.
4. My father has lost his bicycle.
5. Give me your book.
6. I do not like your habits.
7. He will fall if he runs so fast.
8. She is teaching grammar to her students.
9. They do not understand that they belong to a good family.
10. The players are doing their best for the country.

(c) Write the objective and possessive cases of the following pronouns.

مندرجہ ذیل Pronouns کی مفعولی اور ملکیتی حالت لکھیں۔ **(I, we, you, he, she, it, they)**

(d) Pick out the correct form of cases of pronouns in the following sentences.

مندرجہ ذیل فقروں کی صحیح حالت (فاعلی، مفعولی، ملکیتی) لکھیں۔

Hints: I love your habits. **I:** subjective form **your** : possessive form

1. This is **my** slate.
2. Give me **your** book.
3. **You** and **I** are brothers.
4. Let **you** and **me** go to college.
5. He asked **me** a question.
6. May **I** take **your** pen.
7. He is taller than all of **us.**
8. He loves **me** more than **his brother.**
9. There is no understanding **between you and me.**
10. He is taller than both of **us.**
11. This book is not **mine.**
12. **Our** is loyal servant.
13. **This** is his house.
14. It is **I.**
15. **Your** room is dirty.

(ii) More about basic concept of Direct and Indirect

Some Examples:

I **II**

1. He said to me, "I like these flowers." (Direct)
2. He told me that he liked those flowers. (Indirect)

فقرہ نمبر 1 Direct Speech ہے۔ اس کے دو حصے ہیں۔ حصہ نمبر 2 inverted commas کے اندر ہے۔ اسے reported speech یعنی بیان کیا ہوا حصہ۔ اس کے verb کے باہر والا حصہ کو reporting speech کہتے ہیں۔ اس کے verb کو reporting verb کہتے ہیں۔ (یعنی ایسا فعل جو بیان کر رہا ہے یا رپورٹ کر رہا ہے)۔

1. I said, "I am sick." (Direct)
   I told that I was sick. (Indirect)
2. He said, " I am going out." (Direct)
   He said that he **was going** out. (Indirect)
3. She said, "My father is not at home. " (Direct)
   She said that her father **was not** at home. (Indirect)

Reporting Speech	**Reported Speech**
I said	I am sick
He said	I am going out
She said	My father is not at home.

EXERCISE 2

Separate the reporting speech from the reported speech in the following sentences.

1. He said to me, "I am not feeling sad."
2. They said, "We are going out for a walk."
3. "We are ill" , the boy said.
4. You said, " I am going to Lahore today."
5. The doctor said, "How are you"?
6. The police constable said, "Show me your license."
7. He says, "I am a good hockey player."
8. "I have finished book", You said.
9. She said, "My father is not at home."
10. They said, "Our work has been finished."

(iii) Direct & Indirect Speech

Further explained (change of pronouns)

Direct کو Indirect میں تبدیل کرتے وقت مندرجہ ذیل تبدیلیاں وقوع پذیر ہوتی ہیں۔ ان تبدیلیوں کو ایک مثال سے واضح کیا جاتا ہے۔

1. He said to me, "I like these flowers."
   He told me that **he liked those** flowers.

تبدیلیوں کا جائزہ:

فقرہ نمبر 1 میں لگے ہوئے Inverted Commas کو ختم کر دیا جاتا ہے۔ Commas ختم کر کے ان کی جگہ پر that لگا دیا گیا ہے۔ Pronoun کو He میں تبدیل کر دیا گیا ہے۔ فعل like کو liked میں تبدیل کر دیا گیا ہے۔ these کو those میں تبدیل کر دیا گیا ہے۔

1. **Change of Pronouns.**
2. **Change of verbs.**
3. **Change of adverbs or certain words.**

Change of Pronouns

۱۔ Reported Speech میں دیے گئے Pronouns کو تبدیل کیا جاتا ہے
۲۔ Reported Speech میں دیے گئے تمام Pronouns کو تبدیل کیا جاتا ہے۔

Change of 1st Person: I, We

Nominative Case فاعلی حالت	Objective Case مفعولی حالت	Possessive Case ملکیتی حالت
I - میں	me مجھے	my - میرا
we - ہم	us - ہمیں	our - ہمارا
you- تم	you - تمہیں	your - تمہارا
he - وہ	him - اسے	his - اس کا
she- وہ (لڑکی)	her اسے (لڑکی کو)	her - اس کا
they وہ (زیادہ)	them (انہیں)	their (ان کا)

i. Change all first persons (I, we) of the reported speech into the corresponding form of the subject of the reporting verb.

Reported Speech میں اگر **I, we** یا ان سے بنا ہوا کوئی لفظ **me, our, us, mine, my** وغیرہ آئے تو اسے **Reporting Speech** کے فاعل کے ساتھ بدلیں۔ لیکن **pronoun** کی حالت وہی ہوگی جو **Reporting Speech** میں لکھی ہوگی۔

1. He said, " I am not feeling well." (Direct)
   He told **that he** was not feeling well. (Indirect)
   I کو **Reporting Speech** کے فاعل یعنی **he** سے تبدیل کریں۔
2. He said to me, "We are ill". (Direct)
   He told me that **they** were ill. (Indirect)
   we کو **Reporting Speech** کے فاعل **he** سے تبدیل کریں لیکن **we** ایک جمع لفظ ہے اس لئے ہم **he** کی جمع **they** لکھیں گے۔
3. She said, "My book is lost". (Direct)
   She told that **her** book was lost. (Indirect)
   I, My کی اضافی حالت ہے۔ اس کی جگہ پر **She** کی اضافی حالت لکھیں جو **her** ہے۔ اوپر والے **Table** میں تلاش کریں۔
4. They said, "our work has been finished". (Direct)
   They told that **their** work had been finished. (Indirect)
   they کی اضافی حالت **their** ہوتی ہے۔ اس لئے **our** کی جگہ **their** لکھیں۔
5. He said, "He will punish me." (Direct)
   He told that **he** would punish him. (Indirect)
   me کو **he** میں بدلیں اور مفعولی حالت **him** لکھیں۔

Third person of reported speech do not change
(He, She, It, They, Their, Him, Them)

Reported Speech میں دیئے گئے **Pronouns** کے **third person** تبدیل نہیں ہوتے۔

1. I said, "He is a good boy. " Direct
   I told that **he** was a **good boy.** (Indirect)

2. I said, She is very intelligent. " (Direct) **No change in third person**
   I said that she was very intelligent. (Indirect)
3. Aslam said, "They are my friends." (Direct)
   Aslam told that they were his friends. (Indirect)

خلاصہ: he, she, it, her, his, they, them وغیرہ نہیں بدلتے۔

EXERCISE 3

(a) Change the 1st person of reported speech.

ان فقروں میں صرف **I, we** کو یا ان سے بنے ہوئے الفاظ **(me, mine, our, us)** کو تبدیل کریں۔

Hint:

He said to me, "I am ill". (Direct)

He told me that he was ill. (Indirect)

I, we کو **Reporting Speech** کے فاعل سے بدلتے ہیں۔ صرف **Ist person** تبدیل کریں۔ باقی تبدیلیوں کی ضرورت نہیں۔

1. Saleem said to me, "I am not happy today."
   I ....> Saleem (he) مثال تبدیلی فرسٹ پرسن
2. They said, "We are going to Lahore."
3. She said, "My books are in the suitcase."
4. The mother said, "My fathe has died."
5. The teacher said to the boy, " I shall be on leave tomorrow."
6. The principal said to the peon, "I shall leave my books in the college office."
7. The gardener said, "I am going to attend my uncle's birthday.
8. His uncle said, "I shall change my clothes soon."
9. She said, "My uncle has not gone to Lahore."
10. The child said, " I think, you will not punish me."

Change of 2nd Person (You, Your)

(a) Second persons (you, your) of the reported speech are changed into their corresponding cases of the object of reporting speech.

اگر **Reported speech** میں **you, your** آئیں تو انہیں **Reporting Speech** کے مفعول میں بدل دیں۔ اور **Pronoun** کی حالت یعنی **Case** کو مت بدلیں۔

Nominative case (فاعلی حالت):

1. He said to me, "**You** are a good boy." (Direct)
   He told me that **I** was a good boy. (Indirect)
   you فاعلی حالت میں لکھا ہوا ہے۔ اس لئے **me** کی بھی فاعلی حالت لکھیں۔
2. He said to us, "You are a good boy." (Direct)
   He told to us that **we** were good boys. (Indirect)
   you فاعلی حالت میں ہے اس لئے **us** کی بھی فاعلی حالت لکھیں۔
3. I said to her, "**You** are a clever girl. (Direct)
   I told to her that **she** was a clever girl. (Indirect)
4. We said to them, "**You** are making a noise." (Direct)
   We told them that **they** were making a noise. (Indirect)

you فاعلی حالت میں لکھا ہوا ہے اسے Reporting speech کے مفعول them سے بدلیں۔ اور them کی بجائے اس کی فاعلی حالت they لکھیں۔

5. I said to him, "**You** are not working hard." (Direct)
   I told him that **he** was not working hard. (Indirect)

you فاعلی حالت میں لکھا ہوا ہے اس لئے اسے Reporting speech کے مفعول him سے بدلیں اور him کی فاعلی حالت He لکھیں۔

(b) Objective Case:

1. I said to him, "I will help **you.**" (Direct)
   I told him that I would help **him**. (Indirect)

you مفعول کے طور پر آیا ہے اس لئے اسے him سے بدلتے وقت he کی مفعولی حالت لکھیں گے جو کہ him ہوتی ہے۔

2. He says to me, "I can kill you." (Direct)
   He tells me that **he** can kill me. (Indirect)

you کو me میں بدلیں۔ دونوں مفعولی حالت میں ہیں۔

3. I say to her, "I shall see you tomorrow."
   I tell her that I shall see her tomorrow.

(c) Possessive Case:

1. He said to **me,** "I am **your** brother." (Direct)
   He told me that he was **my** brother. (Indirect)

your کو me میں بدلیں۔ اور me کی ملکیتی حالت my کو your کی جگہ پر لکھیں۔

2. We said to her, **"Your** English is very weak." (Direct)
   We told her that **her** English was very weak. (Indirect)

your کو her میں بدلیں۔

3. I said to **him, "Your** book has been stolen." (Direct)
   I told him that **his book** had been stolen. (Indirect)

your کو his میں بدلیں۔

If no object is given in the reporting speech.

I said, "you cannot use my cycle." (Direct)
I told that he could not use his cycle. (Indirect)

اگر reporting speech میں object نہ دیا گیا ہو تو you اور your کو third person وغیرہ میں بدلیں۔

EXERCISE 4

Change Ist person (I, We) and the 2nd person (you, your) of these sentences

Hints: He said to me, "You are ill." He told me that I was ill.

1. He said to me, "You shall punish me."
2. The old woman said to me, "I do not like your habits."
3. She said, "I shall like you if you do not return my money."
4. They said, "We are going to celebrate your brithday."
5. I said to him, "My father has been working in your office for the last many years."

6. Saleem said to me, "I am not in a position to return your money."
7. She said to her brother, "I am wearing your shirt."
8. The mother said, "Child, you are making a noise in my presence once again."
9. She said, "Will you give me your pen?"
10. I said to him, "Shall I help you in your time of trouble."

نوٹ: اگر **Reporting speech** میں **object** نہ دیا گیا ہو تو اپنے پاس سے **me** یا **him** لگائیں۔ فقرہ نمبر 3, 4, 8, 9 دیکھیں۔

Tips to Remember

1. First person changes into **subject** of reporting speech: **S**
   I, we, me, my, us, our فاعل سے بدلیں گے
2. Second person changes into **object** of reporting speech: **O**
   مفعول سے بدلیں گے
3. Third person does not change:**N** نہیں بدلیں گے۔

S O N: 123

1st person = **Subject**
2nd person= **Object**
3rd person= **No change**

EXERCISE 5

ان متنوں میں صرف **pronoun** بدلیں۔ **verb** یا کسی اور تبدیلی کی ضرورت نہیں۔

(a) Identify the pronouns in the reported speech which you want to change and write down the correct change.

Reporting Speech کے جن **Pronouns** کو آپ بدلیں گے ان کی لسٹ بنائیں اور تبدیل شدہ **Pronouns** کو بھی بدلیں۔

Solved Example

He said to me," I like your photograph."
Pronouns'to be changed: I, your
Changed Pronoun: **He , my**

1- He said to me, " I love my country."
2- You said to Saleem," My father is a doctor."
3- He said to me," We cannot help you"" -
4- He said to me," You are my friend."
5- Saleem said to his father," I am going to bring bread for you from the bazar."
6- Asma said to her mother," We cannot obey your wrong orders."
7- The patient said to the doctor,-" I cannot show you my tongue"
8- The policeman said to the driver," Your licence does not tell me about your identity."
9- You said to me," I am your sincere friend.",
10- She said to her mother " I cannot take risk for you"

(b) Correct the change of pronouns in the following sentences.

Sentences	Incorrect	Correct
1. She said to me, "I am not **your** sister."	I, me	
2. I said to him, "**Your** father is a doctor."	my	
3. The patient said to the doctor, "**I** am no longer **your** patient.	I, my	
4. You said to Saleem, "**I** cannot iron **your** clothes.	he, your	
5. He said to me, "**These** books are **mine**."	these mine	
6. The policeman said to the driver." Show me your licence.	policeman my	
7. You said to me, "I am your sincere friend."	I your	
8. Asma said to her mother, "we cannot accompany you to your visit to our uncle's home.	we them their her	
9. They said to visitors, "We like your dress."	we your	
10. He said to his mother, " I do not like your cooking.	she his	

(C) Change the pronouns in the reported speech of the following sentences and also identify the pronouns

ان جملوں میں صرف **Pronouns** کو بدلیں اور **pronoun** کی لسٹ بنائیں۔

1- He said to Saleem, " I am your friend and I love your habits."
2- Saleem said to his mother, " I should go to Lahore tomorrow as my uncle is leaving for London where he will meet his son".
3- The cook said to the quest, "' I cannot cook food of your taste as I am ill and I cannot stand on my legs.
4- The policeman said to the driver, " You are being challaned for keeping your vehicle in a bad order "
5- My mother said to me, " Your father is ill and he cannot drive his car himself."
6- The principal said to the boy, " I shall punish you if you do not come in your college uniform."
7- The boy said to the principal, " My father wants to see you as you have directed me to .bring him to your office."
8- I said, "You mother cannot walk as she is a patient of high blood pressure."

یہاں پر **Reporting Speech** کا **object** نہیں دیا گیا۔ ایسے فقروں میں **third person** یعنی **he, she, it** کو فرض کر کے حل کریں۔

9- You said," I am your friend.Shall I bring mangoes for you?"
10- She said, "Your mother is a patient of diabetes. You must take care of her"

(d) Write the changed form of pronoun in the reported speech of the following sentences and also identify the pronouns you are changing.

ان فقروں میں **Pronouns** تبدیل کر کے لکھیں اور **Pronouns** کی لسٹ بنائیں۔

1- "I have something to show you" I said to her.
2- They said, "We have a lift but it does not work."
3- He"said," Your wife has been made a judge as she was an educated lady."
4- My cousin said," If you give me some wires, I will mend fuse for you" .
5. She said, "Dinner is ready for all of us."
6- I said," I can see your flat from my house"
7- I said to him," I do not like your tight shirt."
8- The policeman said," I have no idea of what you are going to do with my brother." .
9- She said, "My mother is a doctor and she will treat you in a manner which may please you" ,
10- I said ,"I shall go to London to seek bread, for you and my children."

Change of Verbs

The following rules govern the changes in the verbs of the reported speech.

(1) If the reporting verb is in the present tense, or future tense, the tense of the reported speech may be in any tense. They remain unchanged.

اگر **Commas** سے باہر لکھے ہوئے فعل **Reporting verb** کا زمانہ حال یا مستقبل میں ہو تو **Reported speech** کے فعل
کے زمانے میں کوئی تبدیلی نہیں کی جاتی۔ مثلاً

No change in the verb of reported speech.

1- He says, " I am a good student" (direct)
He says that **he** is a good student. (Indirect)
2 I will say, " I **do not** want to accept the job," (Direct)
I will say that I **do not want** to accept the job. (Indirect)
3- He will say to me, " I **do not** like your habits" (Direct)
He will tell me that **he does not** like **my** habits. (Indirect)

(2) If the reporting verb is in the past tense, all the tenses of. reported speech will change except the reported speech which expresses some. universal truth or scientific reality.'

اگر **reporting verb** ماضی میں دیا گیا ہو تو **reported speech** کے تمام **verbs** تبدیل ہو جائیں گے البتہ اگر **reported**
speech کسی عالمگیر صداقت، یا کوئی سائنسی حقیقت کو بیان کر رہی ہو تو اس کا زمانہ بھی تبدیل نہیں ہوگا۔

1- I said to the boys, " He am not happy with you" (direct)
He told the boys that **he** was not happy with **them.** (Indirect)
2- He said to the students, " Earth is round." (direct)
He told the students that earth is round. (Indirect)

Change of verbs if the reporting verb is in the Past Tense

(a) Reported verbs in the present Tense.

Direct Speech	Indirect Speech
Reporting verb (said)	Reported Verb
Present simple Reporting speech	Past simple (Reported speech)
1. He said, I eat apples."	1. He said that he **ate** apples.
2. He said, I do not eat apple."	2. He said that he **did not eat** apples.
Present Continuous Tense	Past Continuous Tense
3. He said, I am eating apples."	3. He said that **he was** eating apples.
Present Perfect	Past Perfect
4. He said, "I **have** eaten apples."	4. He said that he **had eaten** apples.
Present Perfect Continous	Past Perfect Continous
5. He said, "I have been eating apples since moring."	5. He said that he had been eating apples since morning.

(b) Reported Verbs in the Past Tense

Past Simple	Past Perfect
6. He said, " I **ate** apples."	6. He said that he **had eaten** apples.
7. He said, " I did not eat apple."	7. He said that he **had not eaten** apples.
Past Continuous	Past Perfect Coninuous
8. I was eating apples.	. He said that he **had been** eating apples.
Past Perfect	Past Perfect
9. He said, " I **have already** eaten apples."	9. He said that **he had** already eaten apples.
Past Perfect Continuous	Past Perfect Continuous
10. He said, " I **had been** eating apples since moring."	10. He said that he **had been eating** apples since morning.

Very Important Note

In written English, past tense usually do change to past perfect but there are a few exceptions:

1- **Past simple, past continuous tenses in time clauses do not normally change.**
He said," I dropped it while I was running for the bus.
He said that he **dropped** it while he **was** running for the bus.

2- He said, "When we **were** living in Paris."
He said that when they **were** living in Paris.

ان فقروں میں Time Clause یا وقت کو ظاہر کیا گیا ہے۔

The main verbs of such sentences can either remain unchanged or become the past perfect.

He said," When we were living in Paris, we often saw Paul."
He said they often saw /had seen Paul.

had seen دونوں ہی correct ہیں لیکن پہلے verb کو تبدیل نہیں کیا۔

2- **A past tense used to describe a state of affairswhich still exists when the speech reportednormally remains unchanged.**

اگر کسی فقرے میں ایسا معاملہ پیش کیا گیا ہو جو ماضی میں تھا اور اب بھی ہے تو اس کا verb نہیں بدلا جاتا۔

She said, " I decided not to buy the house because it was on the main road." .
She said that she **decided** not to buy the house because it **was** on the main road.
(unchanged)

مکان اب بھی وہیں ہے۔

Unreal Past Tenses (Subjunctives) In Indirect Speech

ماضی تمنائی کے جملے

(a) **Unreal past tenses after 'wish, would rather, sooner and it is time'** do not change.
The children said, "We wish we did not have to take examination.
The children said that they **wished** they did not have to take examination,

(no Change of verb after wish)

بچوں نے کہا: کاش ہم نے امتحان نہ دیا ہوتا۔"

2- She said, " Aslam wants to go alone but I'd rather he went with a group."
She told that Aslam **wanted** to to go alone but she'd rather **he went** with a group.
(No Change of verb after word rather)

3- 'It is time, we began planning our holidays' he said.
He said that it was time **they began planning** their holidays.

(b) **I / he / she / we / they had better remain unchanged. You had better also, remain unchanged but can be reported by advise + object + infinitive**

1- Aslam said, " The children had better go to bed early."- .
Aslam advised that the children had better go to bed early.

(c) **Conditional sentences having the verb were or had been remain unchanged.**
He said," If my children were older ,1 would emigrate."
He said that if his children **were older**, he would emigrate.
Might, Ought, Should, Would, sed to, normally remain unchanged.

Reported Speech in the Future Tense

Reported Speech میں will اور shall کو عام طور پر would میں تبدیل کیا جاتا ہے۔

Direct Speech	Indirect Speech
1. He said, " I will/ shall be in Paris on Monday."	1. He said that he would be in Paris on Monday.
2 He said, " I shall be 21 tomorrow."	2. He said that he would be 21 the following day.

Note: "I / we shall normally become he/she/ they would in indirect speech."

Reported speech میں اگر I اور we دونوں تبدیل ہو کر would فعل لیں گے۔

But if the sentence is reported by the original speaker I/we shall can become either I / we **should** or I/we/**would**. I, we would is the more common, (i) I / we should or I /we would.

خلاصہ: اگر reported speech میں will یا shall دیا گیا ہو تو عام طور پر انہیں would میں تبدیل کیا جاتا ہے۔ البتہ بعض جملوں میں should بھی مستعمل ہے۔

Direct Speech	Indirect Speech
3. I said, " I shall be eating meat tomorrow."	3. I said that I **would** be eating meat next day.
4. I said, " Ishall have eaten meat tomorrow."	4. I said that I **would have eaten** or should have eaten meat next day.
5. I said, " I shall have eating meat since morning."	5. I said that I **would have been** or should have been eating meat the next day.

Note: Would, should remain unchanged.

Summary of the Changes in Tenses

Direct Speech	Indirect Speech
is, am, are	**Was, Were**
Eat	**Ate**
Do not eat	**Did not eat**
Has, have	**Had**
Has been, have been	**Had been**
Can eat	**Could eat**
Will eat	**Would eat**
Shall eat	**Should eat**
May eat	**Might eat**
Can have eaten	**Could have eaten**
Will have eaten	**Would have eaten**
Shall have eaten	**Should have eaten**
May have eaten	**Might have eaten**

Changes in the Past Tenses

Direct Speech	Indirect Speech
Was, were	**Had been**
Ate	**Had eaten**
Did not eat	**Had not eaten**
Had been	**Had been**
Would, should eat	**Would, should eat**
Might, Could eat	**Might , could eat**
Would have eaten	**Would have eaten**
Should have eaten	**Should have eaten**
Might have eaten	**Might have eaten**

Summary of the Changes in Adverb

Direct Speech	Indirect Speech
Today	**That day**
Yesterday	**The previous day or the day before**
Tomorrow	**Next day or following day**
The day before yesterday	**Two days before**
The day after tomorrow	**The nextday or the following day**
Next year / next week	**The following year / week**
A year ago	**A year before / The previous year**
This	**That**
These	**Those**
Last night	**Previous night**
Now	**Then**
Thus	**so**

Solved Examples

1. He said, "I saw her a day before yesterday."
   He said that **he** had seen her two days before.
2. He said, " I will do it tomorrow."
   He said that **he** would do it the **next day.**
3. She said,I "My father died a year ago."
   She said that **her father** had died a year before / **previous year.**

Note: If the speech is made reported on the same day, these **'time changes'** are not necessary.

a. At breakfast this morning he said," I shall be busy today."
   At breakfast this morning, he said he would be busy today. (Indirect)
   Here can become **there** but only when it is clear what place is meant.

here کو there میں اس وقت بدلیں۔ جب جگہ کا تعین کیا گیا ہو مثلاً۔

At the station, he said, " I shall be **here** again tomorrow"
He said that he would be **there** again the next day.
Usually **here** is replaced by some phrase.
She said," You can sit here, Saleem." (Direct)
She told Saleem that he could **sit beside** her. (Indirect)

یہاں here کو beside her سے تبدیل کیا گیا ہے۔

He said, "Come here, boys"
He called the boys.

EXERCISE 6

Exercise Based on the Change of Tenses

(a) Change the verbs of following reported speech.
The verb of the reporting speech is in the past tense.

Summary of the Changes in Tenses

1. worked	Had worked
2. do not run	
3. swim	
4. will be working	
5. would go	
6. is running	
7. am playing	
8. would have gone	
9. might play	
10. could run	
11. was happy	
12. were hungry	
13. had been earning	
14. swam	
15. does not play	
16. has played	
17. had gone	
18. did not play	
19. had been playing	
20. did not feel angry	

(b) Change the reported verb only.

Hint: He said to me.. " I am going to Lahore."(was)

1- He said to me," We are playing." **(were)**
2- You said to me," I have done my duty."
3- Saleem said to him, "I eat mangoes"
4- He said,"I do not feel hungry today"
5- They said," It has been raining since morning."
6- You said to her, " I was sick"
7- He said," I was playing hockey"
8- They said, "We ate mangoes"
9- She said to me," I did not mind it."
10- I said to him," I had already taken tea."
11- He said," It had been snowing on mountain since last month."
12- We said," I shall go to Lahore tomorrow.'
13- They said," We shall be marching on the road to progress.1"
14- I said," I shall have eaten mangoes."
15- They said," We shall have been eating mangoes since morning."

16- She said," I cannot lift this bundle."
17- We said," We might go to Lahore tomorrow"
18- He said," We should have read this novel."
19- We said," We must have seen this film."
20- I said," I might have passed the examination this year."

Assertive Sentences Conversion of Assertive Sentences into Indirect Speech

There are five kinds of sentences in the English language: Affirmative or Assertive Sentences (مثبت فقرے).
Imperative (حکمیہ)
Interrogative (سوالیہ)
Optative (دعائیہ)
Exclamatory (استعجابیہ)

Assertive or Affirmative Sentences

An assertive sentence is a statement of something , which may be described in a positive or negative manner.

اگر کسی فقرے میں کوئی سچی یا جھوٹی، صحیح یا غلط بات بیان کی جائے تو اسے Assertive sentence کہیں گے۔ یہ بات یا خبر چاہے مثبت انداز میں بیان کی جائے یا منفی میں مثلاً۔

1- I play cricket (مثبت انداز)
2- I do not play cricket (منفی انداز)

The Structure of Assertive or Affirmative Sentences

Assertive Sentence میں سب سے پہلے فاعل آتا ہے بعد ازاں فعل اور آخر میں مفعول۔

Subject (فاعل)	Verb (فعل)	Object (مفعول)
He	ate	eggs.
I	did not play	hockey.
We	have bought	books.

Reporting Verb in the Present or Future Sentence

Direct	Indirect
1. He says to me, I am your friend."	He **tells** me **that he is** my friend.
2. I shall say, "you can help me."	I shall say **that** you can help me.
3. You will say to me, "I have already gone to Lahore."	You will tell me that you have already gone to Lahore.
4. We say to her, "You know him."	We tell her that she knows her.
5. I shall say to him, " You were eating apples."	**I shall tell him** that **he** was eating apples.
6. He says, "We might go to Lahore. "	He says that **they might** go to Lahore.
7. She says, "We had already seen this film."	She says that they had already seen that him.

Note the Changes (تبدیلیاں نوٹ کریں)

اگر Reporting verb، Present OR Future tense میں ہو تو reported speech کے صرف pronouns تبدیل ہوں گے۔

Reported Speech کے Verbs میں کوئی تبدیلی نہیں ہوگی۔ V.Imp

Reporting Verb اگر صرف say یا shall say ہو تو اس کو تبدیل نہیں کرتے بلکہ ویسے ہی لکھ دیتے ہیں۔ فقرہ نمبر 7,6,2 دیکھیں۔
اگر مفعول دیا گیا ہو یعنی جس سے بات کی جا رہی ہو اس کا علم ہو تو اسے tell میں بدل دیں۔ فقرہ نمبر 5,4,3,1 دیکھیں۔

EXERCISE 7

Change the following sentences into indirect form :

(a) He says to us," I am eating apples.'
He tells us that he is eating apples.

1- She says," I work oh Sunday only"
2-- I say to him, " 1 am eating apples,"
3- She says to her teacher "We are not going on picnic."
4- I tell my son," I have already applied for leave"
5- We say, "We have been working in this office since morning."
6- He tells me," I ate mangoes."
7- She tell us, " We did not play hockey."
8- I say to Hamid, " We were busy in our work."
9- I shall say, " We were playing cricket."
10- I say, " It had been snowing on mountains."
11 - She says, " We had already eaten eggs."
12- She will say, " I cannot get up in the morning."
13- He says, " We will not visit the zoo tomorrow."
14- She will say, " My mother will have cooked food till now."
15* I shall say, " Your father might have gone to Karachi."

Assertive Sentences Reporting Verb in the Past Tense

اس صورت میں مندرجہ ذیل تبدیلیاں ہوں گی۔

تمام Pronouns تبدیل ہوں گے۔
تمام Verbs تبدیل ہوں گے۔
" " ختم کر کے that لگایا جائے گا۔
اگر said کے ساتھ مفعول دیا گیا ہو تو اسے told میں تبدیل کیا جائے گا۔ لیکن told کے ساتھ to نہیں لگایا جائے گا۔
اگر said کے ساتھ مفعول نہ دیا گیا ہو تو said کو told میں مت بدلیں۔ بلکہ said رہنے دیں۔

Solved Examples

Direct Speech	Indirect Speech
1. He said to me, "I am ill".	He **told me** that he **was** ill.
2. I said, "I live in a good house." (Present Simple)	I said that I **lived** in a good house. Past simple)
3. She said, "I **do not** like boiled eggs. (Present Simple Negative)	She said that she **did not** like boiled eggs Past Simple - Negative)

4. I said to him, " **I am playing** cricket these days. (Present Continuous)	I told him that I **was playing** cricket these days. Past Continuous)
5. I said to him, "I have done my duty". Present perfect)	I told him that **I** had done my duty. (Past Perfect)
6. The mother said to her son, "We have been living in this house since 1990.	The mother told her son that they had been living in that house since 1990.

نوٹ: Since اور For کو تبدیل نہیں کیا جاتا۔

7. She said. "I **was** sick since yesteday.	She said that **she had been** sick since previous day.
8. The teacher said to the boys, "We cleaned the room a day ago."	The teacher told the boys **that** they had **cleaned** the room a day before.
9. I said to him, " I **did not feel** happy today."	I **told him** that **I had not** felt happy that day.
10. She said, "I had already cooked food for you."	**She said** that she **had** already cooked for him.

نوٹ: یہاں پر you کو Third person میں بدلیں۔ یعنی She said کے ساتھ him کا اضافہ کرکے you کو him میں تبدیل کریں۔ جب کسی فقرے کے Reporting والے حصے میں کوئی Object نہ دیا گیا ہو تو وہاں پر Third Person یعنی him, her, them وغیرہ کا اضافہ کر سکتے ہیں۔

11. The doctor said, "I had been treating the patient for ten years."	The doctor said that he had been treating the patient for ten years.
12. The teacher said, "Each moves round the sun."	12. The teacher said that earth moves round the sun.

ورب میں کوئی تبدیلی نہیں کی گئی کیونکہ Reporting Speech میں کوئی سائنسی حقیقت بیان کی گئی ہے۔

13. He said to me, " **I shall go** to college tomorrow."	He told me that **he would go** to college the next day.

Shall, Will کو Should, Would میں تبدیل کیا گیا ہے۔

14. He said to me, "It will be raining tomorrow."	He told me that it **would** be raining next day.
15. The mother said to me, "I shall have done my duty."	The mother told me that she would have done her duty.
16. He said to me, " I shall have been doing my duty."	He told me that **he would** have been doing his dudy.

EXERCISE 8

Reported Speech based on Present Tense

Change the following sentences into in direct form:

1- He said to me, " I eat mangoes."
2- He said to me," I do not eat mangoes."
3- I said to me, " I am ill."

4: She said, "I cook food daily."
5- The mother said, " I do not like your habits. "
6- She said, " We have cleaned the room."
7- I said to him," We do not play hockey."
8- The teacher said," I have done my duty."
9- The doctor said, " I have been working in this clinic for four years."
10- The servant said, " I have done my work well."
11- She said, " Union js strength."
12- My father said to me, " I do not hate poor."
1-3.The old woman said, " t wash your clothes daily"
14- The driver said," I run my vehicle at a fast speed."
15- The lady said," I do not know how to drive?"

نوٹ: to کے بعد ہمیشہ فعل کی پہلی فارم لگائیں۔ یہاں پر to drive تبدیل نہیں ہوگا۔

(b)
1. He said to me, " I am suffering from fever.",
2. He said, " I am going to Lahore."
3. He said to me," You are writing a book."
4. The mother said, " I am reading a newspaper."
5. He said, " I go to railway station in the evening."
6. He said to me, "I like to eat mangoes in the morning."
7. We said, "We feel happy today."
8. He said, " You do not eat boiled eggs."
9. She said," Your father has never helped me."
10. I said to you, " We have done our work."
11. He said to me," We have fulfilled our promise."
12. The boy said, "It has been raining since morning."
13. I said to my friend, " You have borrowed a book from me"
14. He said," I have done my paper well."
15. The shopkeeper said to customer,"1 I do not eat stale eggs."

(C)
1- He said to me, " I have been doing this work since Monday."
2- He said, " I have been writing a letter to my father for hours."
3- He said to me, " You have deceived me today. "
4- The peon said to the headmaster, " I do not apply for leave on Monday."
5- He said to his mother," I do not eat rice."
6- The clerk said to the officer, "I know how to write an application."
7- The doctor said to the patient, " I do not want to give you any medicine."
8- The guest said to the host, "I do not want to stay with you for a long time."
9- The servant said," Dinner is ready."
10- He said to his teacher, " I am very sad today because my father has died."
11- I said to him," I am giving a report against you."
12- He said to me," I have been ill with fever since morning."

13- The child said, "My father has come."
14- The clerk said, "You have decided the case too hurriedly."
15- He said," Your father has always helped me"

EXERCISE 9

Reported Speech in the Past Tense

Hints:

Was, Were	**had been**
Went	**had gone**
Did not go	**had not gone**
Had been	**had been**

(a) Convert the following sentences into indirect speech.

1- He said, "I went to Lahore yesterday," ;
2- He said to me," You played cricket in the evening."
3- She said to her mother, " I did not eat boiled eggs yesterday."
4- I said to him," Your son did not fare well."
5- I said," You gave me a book last night"
6- I said to my teacher," You were a very sincere person."
7- He said," I did not smoke in the examination hall."
8- I said to Hamid," Your voice was very sweet."
9- He said, "I had been waiting for you since Monday."
10- He said to Ali," I had already visited Makka."
11- We said to the officer, " We had no post office in the village."
12- He said," I did not sleep last night."
13- She said," I visited zoo on Sunday."
14-I said," You had not made this mistake."
15- The gardener said," I did not pluck flowers."

(b) Change the following sentences into indirect form.

1- He said to me," I did not laugh in the class."
2- She said to her mother, " Your daughter often slept in the class room during recess."
3- I said to him, "Your son did not fare well in the examination."
4- He said to me, " The farmers were cultivating the fields."
5- I said to you," You gave more importance to games than to your books."
6- I said to him, "Your friend was not a trustworthy person."
7- He said, "I did not smoke in the examination hall."
8- He said to the players," You were always after cheap fame."
9- I said to Hamid, " Your voice was sweeter than that of the nightingale."
10- He said," I had been waiting for you since Monday."
11- I said to him," My mother had been combing her hair since evening."
12- He said to Rashid," I had already visited Japan."
13- He said to the officer, " Our village had been deprived.
14- He said," I had never drunk wine in my life."
15- I said," We had never done this mistake if we knew it."

Reported Speech in the Future Tense or Based on can, may, could, might etc.

(c) Change the following sentences into indirect form.

1- I said to him," I shall punish you."
2- He said to me," We shall write a letter to your uncle."
3- He said, "You will be enjoying holidays with us."
4- She said to her," I shall be looking after the house in your absence."
5- They said, " We shall have taken the examination by next ' month."
6-, You said, " It will have been snowing on mountains since Monday."
7- They saidl "Our teacher will have been teaching us since morning."
8- She said," I cannot lift this weight."
9- You said to him," I may not pass the examination this year."
10- The gardener said, " I should have watered the plants till Monday.
11- We said," They would have mended the cycle now."
12- She said," I might have been deceived by the swindlers (دھوکے باز) but for your timely help:"
13-I said," He would have called on me till tomorrow.
14- The mother said to the child, " I would have washed,your clothes till Sunday."
15- I said to him," I might not have played cricket with you."

Assertive Sentences (cont.)

Reported Speech with the Words: Sir/Madam, Thank you, Congratulation , Yes/ no, Good morning, Good evening etc.

1- He said to me," Thank you." (Direct) He **thanked** me. **(Indirect)**
2- He said to me," Thank you, I shall pay you money after a few days." **(Direct)**
He **thanked me** and told that he **would pay** me the money after a few days.
3- My brother said to me," Congratulations." My brother **congratulated** me. **(Indirect)**
4- My brother said to me, "Congratulations! you have obtained very good marks." **(Direct)**
My brother **congratulated** me and told me that **I had** obtained very good marks in the examination. **(Indirect)**
5- He said to me," Good morning!"
He greeted me-or- He wished me **good morning. (Indirect)**
6- He said to me, "Good morning ! I shall see you in the evening." **(Direct)**
He **greeted me** / or **wished me** good morning and told that he would see me in the evening. (Indirect)

greeted کے ساتھ good morning استعمال کرنے کی ضرورت نہیں۔

7- He said to me," Good bye , we shall meet again." **(Direct)**
He **bade me good bye** and told that they would meet again. **(Indirect)**
8- He said to the principal, " Sir, I shall obey you in future." **(Direct)**
He told the principal **respectfully** (or with respect) that he should obey him in future, **(indirect)**
9- He said, "well, it is my book." **(Direct)** He said that it was **his** book. **(Indirect)**
10- She said, "All right, I shall buy that." **(Direct)**
He said that she should buy that. **(Indirect)**

Indirect کرتے وقت all right کو حذف کر دیں۔

11- He said," Yes, I will do it." **(Direct)**
He said **in the affirmative** that he would do it. **(Indirect)**

12- He said," No, I shall do this exercise." **(Direct)**
He said **in the negative** that he would do that exercise. (Indirect)

Useful Hints

نوٹ: **Well** اور **Alright** کو حذف کر دیں۔

۲۔ **good morning** کو دو طریقوں سے تبدیل کریں۔

(a) اگر لفظ **greeted** میں تبدیل کریں تو **good morning** لگانے کی ضرورت نہیں۔

(b) اگر لفظ **Wished** میں تبدیل کریں تو **good morning** لگائیں۔

good bye کو تبدیل کرتے وقت **bid** لگائیں۔ اگر **reporting verb** **said-** ہو تو **bade** لگائیں۔ (یعنی **bid** کی دوسری فارم **bade**) اگر **say** ہو تو **bid** یا **bids** لگائیں۔

congratulations کو **congratulated** میں تبدیل کریں۔

Sir اور **Madam** کو **with respect** یا **respectfully** میں تبدیل کریں۔

Yes اور **No** کو عام طور پر حذف کر دیتے ہیں لیکن اگر تبدیل کرنا ہو تو **in the affirmative** اور **no** کو in the negative میں تبدیل کریں۔

EXERCISE 10

Change the following sentences into indirect form

1- He said to me," Thank you."

2- he said to me, "Thank you for your help."

3- He said to me," Thank you, I cannot stay with you"

4- The boy said to the principal," Sir, I did not commit this mistake."

5- I said to my cousin," Congratulations for your success."

6- He said to his friend," Congratulations! you have really shown very good result in the examination"

7- He said to me," Liar, you should not have stolen my book." Hint: He called me a liar and told that......

8- He said to his teacher," Well, I can do my work myself."

9- She said," All right! we have to face the storm."

10- The wolf said to lion, "Good bye, we shall meet again."

11- The student said to the teacher," Sir, I always remember your love."

12- The child said to her mother," Dear mother, I am not happy with your cooking."
Hint: The child told her dear mother that.....

13- He said to his father, "Good morning, we shall go to the hospital together."

14- She said to her sister," Dear sister, there is a gift for you"

15- He said," Yes, I will obey you."

Common pitfalls (غلطیاں) in the conversion of Indirect Speech of Assertive Sentences

1- I say ," I am your friend."
I tell that I am your friend. **(Incorrect)**
I **say** that I am your friend, **(correct)**

وجہ: **I say** کو **I tell** میں اس وقت بدلتے ہیں جب **I say** کے ساتھ کوئی **object** دیا گیا ہو مثلاً اگر **I say to him** ہوتا تو ہم **I tell him** لکھ سکتے تھے۔

2- I shall tell him," You are my. friend,"
I shall tell him that he **was** my friend. **(Incorrect)**
I shall tell him that he **is** my friend. **(Correct)**

وجہ: اگر **Reporting Speech** میں **Present Tense** یا **Future Tense** ہو تو **Reported Speech** کے فعل تبدیل نہیں کرتے۔

I shall tell him **that he is** my friend **(Correct)**
He said to me," I do not like your habits."
He told me that I did not like his habits. **(Incorrect)**
He told me that **he** did not like **my** habits. **(Correct)**

وجہ: **Reported Speech** میں دیئے گئے **I, we** یا ان سے بنے ہوئے کسی بھی لفظ کو ہم **Reporting speech** کے فاعل کے ساتھ بدلتے ہیں۔ ہم **I** کو **He** کے ساتھ بدلیں گے۔ **you** اور **your** کو **Reporting speech** کے مفعول کے ساتھ بدلیں گے۔ یعنی **your** کو **me** کے ساتھ بدلیں گے اور **my** لکھیں گے۔

4- The servant said to the master, " My father was sick since yesterday."
The servant told the master that his father **was** sick since previous day. (Incorrect)
The servant told the ,master that his father **had been** sick since previous day. (Correct)

وجہ: **was , were** اگر **Reported Speech** میں دیئے گئے ہوں تو انہیں **Had been** میں بدلیں۔

5- The teacher said to the boys, " Honesty is the best policy."
The teacher told the boys that honesty **was** the best policy. (Incorrect)
The teacher told the boys that honesty **is** the best policy.(Correct)

وجہ: اگر **Reported Speech** میں **Universal Truth** یا **Scientific Fact** بیان کیا گیا ہو تو اس کو ہمیشہ **Present Tense** میں لکھیں گے۔

6- He said to me, " 1 shall go to Lahore tomorrow."
He told me that he **should** go to Lahore next day. (Incorrect)
He told me that he **would** go to Lahore the next day. (correct)

وجہ: **shall or will** اگر **Reported Speech** میں موجود ہوں تو انہیں عام طور پر **Would** میں تبدیل کرتے ہیں۔

7- He said to me, " Aslam came last night."
He told me that Aslam **came** last night. (Incorrect)
He told me that Aslam **had come** the previous night. (Incorrect)

وجہ: Past Tense کو عام طور پر Past Perfect میں بدلیں اور Last Night کو Previous Night میں بدلیں۔

8- He said to me, " He has gone to Lahore to see his patient."

He told me that he **had gone** to Lahore to saw his father. (Incorrect)

He told me that he **had gone** to Lahore to see his father. (Correct)

وجہ: پوری انگریزی گرامر میں to کے بعد فعل کی پہلی فارم لگائیں۔

EXERCISE 11

Miscellaneous Exercises Based on Assertive Sentences

(a) Convert the following sentences into indirect form.

1- I said ,"I came here at midnight."
2- The boy said to me, " I was sick yesterday."
3- The boy said to me, " You often disturb me."
4- Hamid said, " My mother prays five times daily."
5- She said to her neighbour, " Your daughter spoils my garden."
6- I said to him, " You are my sincere friend."
7- The teacher said to the boy, ". You always make mischief in the class."
8- He said to me," I cannot help you."
9- The old woman said," I live for you."
10- The policeman said," You must tell me what happened."
11- He said to his teacher," I do not want to tease you."
12- He said to his mother," I shall be late for dinner today."
13- She said," I am not telling a lie."
14- He said to me," I am going to Lahore by train."
15- You said to him," I am your friend now."

(b) Convert the following sentences into indirect form."

1-. I said to Aslam," You have done a very good deed today."
2- He will say," I am tired of hearing this story."
3- He said," I see a rainbow in the sky."
4- The boy says," I have lost my pencil."
5- I said to my teacher," I know my lesson well."
6- Abida said," Hamida is my best friend."
7- I said to my friend, " I am going to make a speech."
8- You said to me," I see a picture in this book."
9- The boys said to one another, "The bell is ringing now."
10- I shall say to the fruit seller," These apples are not ripe."
11- I say to my son," You are not doing much work this term."
12- He said to his Christian friend, "The Muslims offer their prayers five times a day."
13- He said to the boy, " Honesty is the best policy"
14- He said to you," He has lost his watch."
15- He says," I am thirsty."

(c) Convert the following sentences into indirect Speech.

جس شخص کو مخاطب کیا جا رہا ہے اسے Reporting Speech کے Object کے طور پر استعمال کریں۔ مثلاً

The mother said, " Rashida, you have done a wonderful things."

اس فقرے کو مندرجہ ذیل طریقے پر تبدیل کریں۔ Rashida کو Reporting speech کے مفعول کے طور پر لکھیں۔ فقرے کی ترتیب درست کریں۔

The mother said to Rashida, "you have done wonderful thing."

(e) Convert the following sentences into Indirect speech (Difficult Sentences)

1- "Nothing grows in my garden", She said.

2- "It is not so foggy today as it was yesterday" he said.

3- "We have a lift but very often it does not work" they said.

4- He said to his friend, " Good evening, we shall meet again soon."

Hint:

He bade good evening to his friend and said or (told him) that......

5- He said,' "Madam, we are neither friends nor enemies; we are here by arrangement.

6- "I will sit up till she comes in but I hope she would not be late" said Mrs. Aslam.

7- He said, " I am quite a good cook and I do all my own washing."

8- "Well sir", he said to his master " I did not leave your room unattended in your absence."

9- 'Good morning, the boy said to the teacher, "Sir, my father cannot come to see you as you have desired, because he is paying a visit to my aunt today."

10- 'You have got my umbrella'- 1 said "yours is in your bed room"

11- I said to him, " Congratulations for your wonderful success in the examination."

12- "Thank you", I said to my brother, "Your camera was of great help to me."

13- "You can keep this book with you if you like Mr. Saleem," she said, "I have got many others."

14- "If you give me some wire, I will mend the fuse for you" said my cousin.

15- "I shall come with you as soon as I am ready" she replied.

2. Interrogative Sentences(سوالیہ فقرے)

ا۔ ایسے فقرے جن میں کسی چیز کے بارے میں پوچھا جائے۔ سوالیہ فقرے کہلاتے ہیں۔ سوالیہ فقرے دو قسم کے ہوتے ہیں۔

۲۔ ایسے فقرے جو where, why, when, how , what , which وغیرہ سے شروع ہوں اور جن کیلئے پورا فقرہ درکار ہو۔

۳۔ دوسری قسم کے سوالیہ فقرے مددگار فعل سے شروع ہوتے ہیں۔ مددگار فعل مندرجہ ذیل ہوتے ہیں۔

Is, Are, Am, Was, Were, Will, Shall, May, Can, Do, Does, Did

۴۔ **said to** یا **say to** کو **asked** یا **ask** میں تبدیل کریں۔

۵۔ سوالیہ فقروں کے **Indirect** میں **that** نہیں لگتا۔

۶۔ دوسرے قسم کے سوالیہ فقروں میں **If** یا **whether** کا اضافہ کرتے ہیں۔

۷۔ سوالیہ فقروں کو **Indirect** میں تبدیل کرتے وقت سادہ فقرے کی شکل میں لکھیں۔ یعنی اسکا سوال ختم کردیں۔

MODEL SENTENCES

(1) He said to me, "Where are you going?" He asked me **where I was going. (Indirect)**
(2) He said to me, "Why do you weep." He asked me **why I wept. (Indirect)**
(3) I said to him, "Do you go to college on foot." I asked him **if he went to college on foot.**
(4) He said to them, "Can you help me." He asked them **if they could help** him.
(5) The officer said to the peon, "May you dine with me." The officer asked the peon if he might dine with him.

EXERCISE 12

Change the following sentences into Indirect form.

۱۔ سوالیہ فقروں میں that نہیں لگاتے۔
۲۔ فقروں کو statement یعنی سادہ حالت میں رکھتے ہیں۔
۳۔ سوالیہ الفاظ ویسے ہی رہنے دیں۔
۵۔ Does, Do کو ختم کرکے **Past Tense** یا **Past Perfect** لگائیں۔

(1) I said to him, "Who are you?"
(2) The teacher said to the boy, "Why are you late today?"
(3) We said to Hamid, "What does .it matter if we miss the train?"
(4) I said to Aslam, "Where can I find you in the morning"?.
(5) I said to Saleem, "Good morning, how do you feel now?"
(6) I said to my friend, "How much money have you?"
(7) The old mouse said to the rats, "Who will bell the cat?"
(8) The porter said to me, "Which train are you taking?"
(9) The clerk said to the officer, "When can I see you again, sir?"
(10) I said to my friend, "Where lies the necessity of going out for shopping?"
(11) I said to her, "Why are you weeping?"
(12) She said to me, "Where is your brother now a days?"
(13) He said to me, "How far is the station from here?"
(14) She said to the stranger, "How much money do you possess"?
(15) She said, "How many brothers are you."

EXERCISE 13

Change the following into Indirect form.

۱۔ سوالیہ فقروں میں لفظ کی بجائے **Helping verb** شروع میں آئے گا۔
۲۔ Commas کو ختم کرکے اس کی جگہ پر **If** لگائیں۔
۳۔ فقرہ سادہ حالت میں لے آئیں۔
۴۔ thatاستعمال نہیں کرتے۔

(1) She said to me, "Are you going away today?"
(2) The teacher said to the boy, "Have you done your home work?"
(3) The little boy said to the teacher, "May I come in, sir?"
(4) He said his father, "May I dine with you tonight?"

(5) He asked, "Are you coming home with me?"
(6) The poor man said to them, "Will none of you help me?"
(7) I said to the postman, "Is there any letter for me?"
(8) I said to him, "Sir, have you done your work?"
(9) I said to my friend, "Will you return the my book tonight?"
(10) I said to Iqbal, "Thank you, did you post the letter?"
(11) The father said to his son, "Do you not see that I am busy."
(12)The stranger said to me, "Sir, can you tell me the way to the nearest inn?"
(13) He said, "Madam, can you tell me how I can reach the garden?"
(14)The horse said to the lion, "Will you help me against a creature called man?"
(15)I said In the tailor, "Have you tailored my suit?"

۱۔ Do اور Does کو سوالیہ فقروں میں ختم کر کے Past Simple میں بدلیں۔
۲۔ did کو ختم کر کے Past Perfect میں تبدیل کر دیں۔

EXERCISE 14

Interrogative sentences (Mixed exercise)

Change the following into Indirect form.

(1) The teacher said to the boy, "Why do you laugh in the class?"
(2) I said to my sister, "Why do you weep"?
(3) She said to me, "Where does this road lead to?"
(4) I said to him, "What does it matter if you missed the train?"
(5) I asked him, ."What you think of the new President of the country?"
(6) She said to me, "Do you know how to climb a mountain?"
(7) She said to her mother, "Dear mother, why did you cook bad food?"
(8) I said to the guest, "What does the word hospitality mean"?
(9) He said to his friend, "Where did lie the necessity of sending a gift ?"
(10) The old mouse said to rat, "How did you kill the cat?"
(11) I said to the student, "Do you know that your examination is drawing near."
(12) I said to my mother, "How do you do"?
(13) I said to Iqbal, "Did you get my letter?"
(14)I said to Hamid, "When did you go to hospital to be operated upon?"
(15)She said to the principal, "How did you write down this lengthy essay."

3. IMPERATIVE SENTENCES

انشائیہ یا حکمیہ جملے

۱۔ یہ وہ جملے ہوتے ہیں جن میں کسی کام کے کرنے کا حکم دیا جائے۔ درخواست یا نصیحت کی جائے یا کسی کو کام کرنے سے منع کیا جائے اسے جملے فعل کی پہلی فارم سے شروع ہوتے ہیں۔
۲۔ Indirect میں تبدیل کرتے وقت فقرے کے باہر والے حصے کو معنی کے مطابق Request , Order, Advise, Ask وغیرہ میں تبدیل کرتے ہیں۔
۳۔ "Commas" ختم کر کے to لگائیں اور Do not کی جگہ Not to لگائیں۔
۴۔ ایسے فقروں میں that نہیں لگایا جاتا۔
۵۔ فعل، پرونا ون اور دیگر الفاظ کی تبدیلیاں حسب معمول ہوں گی۔

MODEL SENTENCES

1. He said to me, "Bring a glass of water for me."
   He ordered me **to bring** a glass of water for him.
2. He said to me, "Please hurry up."
   He requested me **to hurry** up.
3. He said, "Ashraf, donot make a noise."
   He asked Ashraf **not** to make a noise.
4. The principal said to the student, "Be off and donot come again."
   The principal ordered the student **to be** off and not to come again.
5. I said to Saleem, "If you want to save him, give him a dose of medicine."
   I advised Saleem to give him a dose of medicine if he **wanted** to save him.

Imperative Sentences

۱۔ Commas ختم کرکے to لگائیں اور فعل کی پہلی فارم

۲۔ منفی حکم میں not to لگائیں۔

۳۔ اگر منفی حکم میں Forbade لگائیں تو پھر not کاٹ دیں۔

EXERCISE 15

(1) The mother said to the child, "Go and bring a glass of water for me."
(2) I said to the newcomer, "Wait a minute please."
(3) The teacher said to boy, "Sit down and do not tease me again?"
(4) The lady said to the visitor, "Come in and have a cup of tea."
(5) The police man said to the driver, "Please show me your pen."
(6) The father said to his son, "Do not make lame excuse."
(7) The master said to his son, "Open the door and wait outside."
(8) "Do not cry, dear mother" said he angrily "I will go forth and seek my brother."
(9) "Boys" said the teacher, "Do not make a noise."
(10) He said to the guest, "Please have a cup of tea."
(11) She said to her friend, "Take care of yourself and write to me off and on."
(12) The beggar said, "Please give me a rupee for God's sake."
(13) The boys said to the teacher, "Please excuse me, sir, I shall be careful in future."
(14) The teacher said to the boy, "Do not bother me; stay out, do not come in."
(15) I said to him, "Do not pluck flowers from my garden."

4. EXCLAMATORY SENTENCES

استعجابیہ جملے

۱۔ یہ وہ جملے ہوتے ہیں جن میں تعجب، حیرت، خوشی، یا غمی کا اظہار پایا جائے۔

۲۔ خوشی اور مسرت کو ظاہر کرنے کیلئے Hurrah اور غمی کو ظاہر کرنے کیلئے Alas یا Ah کا لفظ استعمال کریں۔

۳۔ What یا How حیرانی کیلئے استعمال کرتے ہیں۔

۴۔ [illegible] کے فعل کی بجائے اظہار مسرت کیلئے Exclaimed with joy یا غم کیلئے Exclaimed with sorrow اور اظہار حیرت کیلئے Exclaimed with wonder

۵۔ موقع کی مناسبت سے Pray, Cry out, Declare, Wish, Bless وغیرہ بھی لگا سکتے ہیں۔

۶۔ حیرت کو ظاہر کرنے والے فقروں میں How یا what کو کاٹ کر very یا Great لگائیں۔

MODEL SENTENCES

(1) He said to me, "Alas, we have lost the match!"
He **exclaimed to me** with **sorrow** that they **had lost** the match.
(2) I said to him, "Hurrah, we are successful in this business!"
I **exclaimed to him** with joy that **we were successful** in that business.
(3) She said, "What a beautiful picture it is!"
She **exclaimed** with **wonder** that it was very a beautiful picture.
(4) I said to him, "What an idea."
I exclaimed to him with wonder that **it was a great idea.**
(5) She said to me, "What fun to catch fish!"
She exclaimed to me with wonder that it **was great fun** to catch fish.

Exclamatory Sentences

۱۔ Exclaimed with sorrow، Exclaimed with joy,
۲۔ that لگا دیں۔

EXERCISE 16

Change the followong sentences into indirect form.

(1) The man said, "Ah! I am undone!"
(2) He said, "Hurrah, we shall have won the match!"
(3) They said, "Hurrah, we shall have a holiday tomorrow!"
(4) She said, "Bravo! you have done well!"
(5) She said, "My God! I am ruined!"
(6) She said, "Hurrah, I have won the prize."
(7) They said, "Ah! our house has caught fire."
(8) The man said, "Alas, my son is ruined."
(9) He said to his mother, "Alas, I wasted my time and got a failure."
(10) He said to me, "Bano, you have topped the list of successful candidates."
(11) I said to him, "Ah, I 'have been fighting against a useless thing!"
(12) She said to me, "Hurrah, we are successful in defeating the enemy."
(13) I said to him, "Ah, I spent my life running after delusions."
(14) She said to her father, "Ah, dear father, we have been tortured by the income tax department for the last many years!"
(15) She said, "Alas, I have lost all I have!"

EXERCISE 17

Change the following sentences into indirect form.

۱۔ How اور What کو Very یا Great میں بدل دیں۔
۲۔ فقرہ سادہ بنا دیں۔
۳۔ that لگا دیں۔

(1) They said, "How beautiful this painting is!"
(2) Akram said, "How clever I am."
(3) She said, "What a rash and bloody deed you have done!"

(4) My uncle said to me, "What a stupid boy you are!"
(5) They said, " How beautiful this picture is!"
(6) She said, "Hurrah, I have won the prize."
(7) They said, "Ah! our house has caught fire."
(8) I said to my mother, "How well you cook sweet dishes."
(9) The fisherman said, "What a fine thing to catch fish in the morning!"
(10) I said to him, 'What a splendid piece of literature you have written!"
(11) She said to me, "How wonderful you look in the splendid dress."
(12) I said to my teacher, "What a horrible news you have told us."
(13) She said, "What fun to walk on the green grass in the morning."
(14) I said, "What an idea to have a good health in old age."

5. OPTATIVE SENTENCES

دعائیہ فقرے

۱۔ یہ وہ فقرے ہوتے ہیں جن میں کسی دعا یا خواہش کا اظہار کیا جائے۔
۲۔ دعائیہ فقرے عام طور پر May سے شروع ہوتے ہیں۔
۳۔ کسی کی لئے دعا مانگنے کیلئے **Pray for** لگائیں۔ کسی کے ساتھ مل کر دعا مانگنے کے لئے **Pray with** لگائیں اور کسی سے دعا مانگنا Pray to لگائیں۔
۴۔ خواہش والے جملوں میں **Would that** لگتا ہے۔ ایسے فقروں میں **wish** لگائیں اور **would that** ختم کردیں۔
۵۔ بددعا کیلئے لفظ **Curse** لگائیں اور **Curse** کے بعد کوئی لفظ نہیں لگایا جاتا۔
۶۔ اگر کسی فقرے میں **May** نہ لگا ہو لیکن مطلب میں دعا کا مفہوم واضح ہو تو **Indirect** کرتے وقت فقرے میں **MIght** پھر بھی لگا۔
۷۔ **that** استعمال ہوگا۔
۸۔ فقرے کو سادہ بنایا جائے گا۔

MODEL SENTENCES

1. He said to me, "May you live long."
He prayed for me **that** 1 might live long.
2. He said to me, "God bless you."
He prayed for me that **God** might bless me.
3. The beggar woman said to me, "Go to hell."
The beggar woman **cursed** me that I **might** go to hell.
4. The teacher said to the boys, "May Kashmir become a part of Pakistan.!"
The teacher prayed with the boys that Kashmir **might** become a part of Pakistan.
5. He said to me, "Would that, I were happy."
He wished to me that **he had been** happy.

OPTATIVE SENTENCES

دعائیہ فقرے

۱۔ **May** کو **Might** میں بدل دیں۔
۲۔ جس فقرے میں **May** نہ لگا ہو اس میں بھی **Might** لکھیں۔
۳۔ فقرے کو سادہ کرلیں۔

EXERCISE 18

Change the following into direct form.

(1) She said to me, "May you live long.!"
(2) I said to him, "May you succeed in the battle of life! "
(3) The teacher said to the boys, "May Kashmir become a part of Pakistan!"
(4) I said to my mother, "May you enjoy good health in your old age.!"
(5) I said to him, "God bless you.!"
(6) My uncle said to me, "May you make progress in life!"
(7) She said to her servant, "May you get a government job soon.!"
(8) I said to me sister, "May you recover soon.!"
(9) My mother said to me, "May Kashmiries win the battle of freedom."
(10) She said to her father, May you enjoy to health of youth again!"
(11) The peon said to his boss. "Sir, may your wife recover soon!"
(12) I said to him, "May you fight for your country and die at its honour!."
(13) She said to her son, "May you get a scholarship in examination!"
(14) I said to my friend, "May you win the match today!. "
(15) She said to her son, "May you write with right hand one day."

THE USE OF LET

Let دو طرح سے فقروں میں آتا ہے۔ اگر Let کے ساتھ us آئے تو یہ مشورہ یا مل جل کر کام کرنے کیلئے آتا ہے۔
اگر Let کے ساتھ us نہ آئے بلکہ کوئی اور لفظ آئے تو یا اجازت درخواست یا حکم کے معنی میں آتا ہے۔
اگر Let کے ساتھ us آئے تو پہلے حصے کو proposed یا suggested میں بدل دیں۔
اگر Let کے ساتھ us آئے تو Commas کے اندر والے حصے کو بدلنے سے پہلے that لگائیں اور فعل کے طور پر should لگائیں اور پہلی فارم۔ بعض اوقات said کو
اگر Let کے ساتھ us نہ آئے بلکہ کوئی اور لفظ آئے تو پہلے حصے میں requested یا asked میں بدل دیں۔ ایسے ہی رہنے دیا جاتا ہے۔
ایسے فقروں میں Commas ختم کر کے to لگائیں اور فعل کی پہلی فارم کو ویسے ہی رہنے دیں۔
اگر Let سے پہلے Do not آئے تو اسے Not to میں بدل دیں۔

MODEL SENTENCES

(1) He said to me, "Let us play hockey."
He **proposed to me** that they should play hockey.
(2) I said to him. "Let us go out for a walk."
I **suggested to** him that we **should** go out for a walk.
(3) She said, "Let me go to college today."
She requested **to let her** go to college that day.
(4) I said to him, "Do not let this boy pass through this bazaar.
I requested him **not to let** that boy pass through this bazaar.
(5) She said to her mother, "Let me read my book."
She requested her mother **to let her** read her book.

EXERCISE 19

Change the following sentences into indirect form:

۱۔ Let کے ساتھ us آ رہا ہے تو پہلے حصے میں proposed یا suggested کا لگائیں۔
۲۔ فعل should لگا کر پہلی فارم لگائیں۔
۳۔ that کا استعمال کریں۔

(1) He said, "Let us go to the river."
(2) Farhat said, "Let us enjoy ourselves for an hour."
(3) He said, "Let us bury th past."
(4) I said to my friend, "Let us set out on our journey after the dawn."
(5) The lawyer said, "Let us wait for the judgment."
(6)The teacher said, "Let us be serious and get some medicine."
(7) One of the friends, "Let us go out for picnic."
(8)The boys said, "Let us solve this question."
(9)The religious leader said, "Let us pray to (God for rain)."
(10)He said, "Let us enjoy ourselves for an hour."
(11)He said, "Let us move to the city as there is fear of storm in the village."
(12)She said to her mother, "Let us try lo live within our means."
(13) The king said to the sujbect, "Let us eat cakes because the flour is short."
(14) I said lo my father, Let us feel happy within our limited means*.
(15) She said lo me, "Let us seek the help of police to crush the group of wicked people."

EXERCISE 20

۱۔ Let کے ساتھ us کے علاوہ تمام الفاظ آ سکتے ہیں۔
۲۔ پہلے حصے میں requested لگا سکتے ہیں۔
۳۔ commas ختم کر کے to لگائیں۔

1. He said to me, "Let me go."
2. I said to him, "Let this boy pass through the door."
3. She said, "Let it rain heavily today."
4. I said lo him, "Let me have a sigh of relief at the sight of Eid moon.".
5. I said, "Let me do what I like."
6. She said to me, "Let the people of Kashmir fight for the freedom of their country."
7. She said lo her brother, "Let me go the the college on foot because the weather is very fine."
8. I said lo Hanif, "Let me take (he examination this year."
9. She said, "Do not let the boys copy in the examination."
10. I said to him, "Do not let the policemen arrest my father."
11. My uncle said lo me, "Do not let the hunter hunt the birds."
12. I said lo the principal, "Sir, let me lake examination again."
13. She said to her father, "Let me go to Murree during the summer vacation."
14. I said to my servant, "Let me take bath daily."
15. She said to me, "Come and let me go to the tomb of Jehanghir.

EXERCISE 21

Miscellaneous Sentences

Change the following sentences into indirect fonm:

(1) He said to me, "Where did you go yesterday?"
(2) I said to him, "Hurrah, we have won the case."
(3) I said to Saleem, "Who are you?" When did you come from?"
(4) She said, "Nothing grows in my garden."
(5) The police officer said, "Let us leave the wrecked car here for a while."
(6) The old woman said, "So make the coffee a bit stronger."
(7) He said to me, "Go and get me a paper and come straight back."
(8) She said to me, "Please make tea for me ."
(9) "If you had to be animal" I asked her, "what animal would you choose to be?"
(10) He asked himself, "Shall 1 be in time?"

EXERCISE 22

Change the following sentences into indirect form:

(1) He said, "Please wait here till I return."
(2) I said, "Why are you looking through the window."
(3) He asked, "Who put salt in my coffee?.
(4) She said me, "I have something to show to you."
(5) She said, "Please, do not make a noise outside my room."
(6) He said, "My wife has been made a cook."
(7) He said, "Mother, I am going away, tomorrow."
(8) She said to me, "May you travel to Karachi safe and sound!."
(9) The old man said, "How beautiful is the picture you have drawn!."
(10) He said to me, "Thank you, you have been very kind to me."

EXERCISE 23

Change the following sentences into indirect form.

(1) He said to his friend, "Let me go home now."
(2) She said to me, "Do not read so fast."
(3) She said, "1 shall come with you as soon as I am ready."
(4) He said, "I am a good cook and I will do all my own washing and mending".
(5) "By God "he said "1 did not commit this theft ."
(6) She said to her brother, "Will you marry the daughter of your enemy."?
(7) She came in the street and said, "Thief, thief, thief."
(8) The commander said, "Fire."
(9) I said to my brother, "Dear brother, things have changed since we met each other."
(10) She said, "Why did you travel first class."

EXERCISE 24

Change the following sentences into indirect form:

(1) The boys said to their teacher, "Sir, it looks as if it might rain today."
(2) She said to me, "What else did you see?"
(3) I said to him, "Do not let the dog touch this pot."
(4) She said lo her father, "Kindly increase my monthly allowance as the prices of things are going high."
(5) The principal said, "No, I did not forgive that boy."
(6) The stranger said, "yes,1 remember him."
(7) My friend said to me, "Good bye, we shall meet again soon."
(8) He said, "Alas, 1 am undone."
(9) The mill owner asked the workers, "Will you go on strike when the others do'."
(10) She said to me, "Please let me learn how to play on flute."

EXERCISE 25

Change the following sentences into indirect form.

(1) "By God" he said, "I do not know his name."
(2) He said to the teacher, "Good morning, sir, did you face any difficulty in coming to college."
(3) She says to her mother, "Will you help me in my difficulty?"
(4) Majid says, "The thief has killed my sister."
(5) He said to his sister,"please make tea for me ."
(6) I adveiscd him, "Do not use bent coins in a slot machine."
(7) The officer said, "Have confidence in me."
(8) She said, "Let us go out for picnic?"
(9) I said to him, "Fool."

EXERCISE 26

Change the following sentences into indirect form.

(1) The stranger said to the policeman, "Can you tell me the way to the nearest hill."?
(2) The policeman said to the officer, "Kindly park your car a little infront of the bank."
(3) She said, "What a terrible wind has blown just now."
(4) I said to the man, "Please pay at window."
(5) She said, "Some one is coming; get into the cupboard."
(6) She said to her husband, "Do not drive so fast or the baby will be sick."
(7) The headmaster said, "The population of Pakistan is increasing very rapidly."
(8) I said to him, "Whose car did you borrow last night?"
(9) He said to me, "Congratulations."
(10) I said, "Curse this foggy weather!"

EXERCISE 27

Change the following sentences into indirect form:

(1) My mother said, "Child, go and study in your room."
(2) She said to me, "Can I leave the room?"
(3) My father said to me, "Will you go to bazaar and bring a cup, of tea for me?"
(4) She said to me, "What fun to pluck flowers from the bushes!".
(5) I said to my mother, "Dear mother, my teacher has punished me for nothing."
(6) She said, "Let us go to see cinema."
(7) The stranger said to the policemen, "How far is the police station away from here?"
(8) "Can I help you pulling on the boots"? My father said to me.
(9) I said lo him, "Congratulations, your result has been the reward of your labour."
(10) I said to the traveller, "May I dine with you as I am hungry."

EXERCISE 28

Change the following sentences into indirect form:

(1) I said lo him, "What is your age?"
(2) She said to Saleem, "None of us has done this?"
(3) The railway coolie said, "My duty is over, I cannot leave your luggage now."
(4) The son said to his father, "Dear father, we have lost sight of our mission in our life."
(5) My wife said to me, "Why did you not go to hospital for treatment?"
(6) The principal said to the boy, "Oh! fool, you have brought a bad name to the college."
(7) I said to my dear mother, "Well, you should not eat anything in the morning, as you have been advised by the doctor."
(8) She said to ihe doclor, "Sir, do not give me bitter medicine."
(9) I said lo him, "Let us move out of the city before the sun rise."
(10) You said to us, "I should not have passed the examination, if I had not worked hard."

EXERCISE 29

Change the following sentences into indirect form.

1. I said to the servant, "Go to the market at once and bring some rice and vegetables."
2. The old man said, "My sons, remain united if you want to be strong."
3. The teacher became angry with the student and said, "Why have you disturbed the class in this way."
4. My friend said, "Have you been my brother?"
5. "Comrades" he said, "listen to me; for though I often talk nonsense."
6. The policeman said to the stranger, "Where, do you come from.?
7. He said to me, "If you want to succeed, work hard."
8. The old man said, "forgive me, for God's sake."
9. She said to me, "I cannot help you in such conditions."
10. He said lo me, "Do you really think that I steal for pleasure?"

CHAPTER 4

IDIOMS AND PHRASES

Definition:- Idioms are expressions which have a meaning that is not obvious from the individual words. *For example, 'the idiom' drive somebody round the bend'* means make somebody angry or frustrated, but we cannot know this from the individual words.

Idioms۔ انگریزی زبان میں الفاظ کے ایسے اظہار کو کہتے ہیں۔ جن کے کوئی معنی ہوتے ہیں۔ لیکن ان الفاظ کو علیحدہ علیحدہ پڑھا جائے۔ تو وہ مطلب ان علیحدہ الفاظ سے واضح نہیں ہوتا۔ مثلاً **Drive somebody round the bend** کا مطلب کسی کو ناراض کرنا یا مایوس کرنا ہوتا ہے۔ لیکن ان الفاظ کو پڑھنے سے یہ مطلب واضح نہیں ہوتا۔ البتہ جب ان تمام الفاظ کو کسی سیاق و سباق (context) میں استعمال کیا جائے گا تو اس کا مطلب کسی کو ناراض کرنا، یا مایوس کرنا واضح ہو جائے گا۔

How do the examiners check this question?

1. In order to get full marks in this question, the candidates are advised to follow the instructions given below.

   The idioms or phrases must be used in a sentence which should be meaningful.

   Idioms اور Phrases پر مبنی ایسے فقرے بنائیں جو Idioms یا Phrases کا مطلب واضح کریں۔ مثلاً

Incorrect use	Correct use
He is a white elephant. گرامر کے لحاظ سے یہ جملہ صحیح ہے۔ لیکن فقرے میں استعمال کرنے سے اس کا مطلب واضح نہیں ہوتا۔	A car is a **white elephant** for a poor person.
A close fisted man. He is a **close fisted man.** گرامر کی رو سے جملہ صحیح ہے۔ لیکن اس کا فقرے سے مطلب واضح نہیں ہوتا۔	He is a close fisted man (کنجوس آدمی) as he does not spend any money on the poor.

2. The sentence must be written in correct English. It should be grammatically correct. The spelling should be correct.

   فقرہ گرامر کے لحاظ سے درست ہونا چاہیے۔ اس کے Spelling بالکل درست ہونے چاہئیں۔

3. Meanings may be learnt either in Urdu and English but may not be written in the paper. The sentence must explain the meaning.

   Idioms کے معنی بے شک نہ لکھے جائیں۔ البتہ فقرے سے معنی کی تشریح ہونی چاہیے۔

Types of Idioms

Form	Example	Meaning
verb+ object/ complement (and/or adverbial)	**kill two birds with one stone**	produce two useful results by just doing one action.
prepositional phrase	**in the blink of an eye**	in an extremely short time
compound	**a bone of contention**	something which people argue and disagree over
simile / 'Simili/ (as + adjective + as, or like + noun)	**as dry as a bone**	very dry indeed
binomial (word + and + word)	**rough and ready**	crude and lacking sophistication
trinomial (word+ word+ and + word)	**cool, calm and collected**	relaxed, in control, not nervous
whole clause or sentence	**to cut a long story short**	to tell the main points, but not all the fine details

Fixed aspects of idioms

Most idioms are fixed in their form, and cannot be changed or varied. Sometimes, however the grammar or the vocabulary can be varied slightly.

Variation	example
Occasionally an idiom in the active voice can be used in the passive.	Government Ministers always **pass the buck** if they are challenged about poverty. (blame somebody else/ refuse to accept responsibility) The **buck has been passed** from Minister to Minister. No one seems prepared to accept the responsibility.
Some verb- based idioms also have noun compound forms.	There is too much **buck passing** in government nowadays. No one accept the blame for anything.
One or more words in the idiom can be varied.	Stop **acting the fool / goat** ! (stop acting stupidly).

SET NO. I

Noun phrases alphabetically arranged.

A

1. **A bag of bones:** an extremely thin person (ہڈیوں کا ڈھانچہ)
   (a) His maid servant is **a bag of bones.**
   (b) If you do not eat more, you'll soon be **a bag of bones.**
2. **A bed of roses:** comfortable (آرام دہ) **V.Imp** **(Sargodha 2009)**
   Life is not **a bed of roses** for a ruler in Pakistan.
3. **A bed of thorns:** a difficult thing (مشکل شے، کانٹوں کا بستر)
   Life is **a bed of thorns** for a policeman.
4. **A beast of burden:** an animal used for carrying heavy loads(لادو جانور، بوجھ اٹھانے والا جانور)
   beast (جانور) **burden** (بوجھ)
   The donkey is **a beast of burden.**
5. **A big gun / shot:** a big and important person **V.Imp (P.U. 2014)**
   (a) He is **a big gun** in the world of business.
   (b) He has become **a big gun/ shot** after becoming an M.N.A.
6. **A bird of passage:** a migratory bird (فصلی بٹیرا، ایک جگہ سے دوسری جگہ بدلنے والا)

Explanation: A bird of passage is a migratory bird, (آوارہ گردی کرنے والا پرندہ) *a bird which spends the summer in one land and the winter in another. Metaphorically* (تشبیہ)*, it is a person who roams from place to place.*

   Do not trust him; he is **a bird of passage.**
7. **A bird's eye view:** is a view seen from above as by a bird flying. (جس طرح اڑتا ہوا پرندہ کسی چیز کا جائزہ لیتا ہے) **a brief account** (سرسری جائزہ) **(Sargodha 2010)**
   The headmaster took **a bird's eye view** of the class.
8. **A black sheep:** (of the family) That member (of a family or other group) who is thought to be disgrace to the other members of it. (کسی گروہ یا خاندان کا ناپسندیدہ شخص)

Explanation: Just as a black sheep would be noticed and considered to be out of place in a flock of sheep, so metaphorically (استعارہ) *a black sheep is a person who has a bad reputation in a company for not conforming to its rules or principles.*
بھیڑوں کے گروہ میں کالی بھیڑ اپنے رنگ کی بناء پر جلدی پہچانی جاتی ہے۔ اس طرح کوئی ناپسندیدہ شخص جو اپنے اعمال کی بناء پر اپنے گروہ میں آسانی سے پہچانا جا سکے۔

   (a) He is the **black sheep** of our family because he has been in jail twice.
   (b) Now every profession has got its **black sheep.**
9. **A blessing in disguise:** something that proves to be fortunate after seeing unfortunate. (زحمت کے بھیس میں رحمت۔ چھپی ہوئی رحمت) **blessing** (رحمت) **disguise** (بھیس)
   The loss of wealth sometimes is **a blessing in disguise.**

10. **A blind alley:** a narrow street closed at one end. (بند گلی)

The thief was easily caught when he ran into **a blind alley.**

11. **A blue eyed boy-** a favourite (منظورِ نظر، محبوب) **V.Imp (Gujrat 2009, 2011, Sargodha 2013)**

(a) Mr. Saleem is a **blue eyed boy** of his boss.

(b) John was always the **blue eyed** boy at school.

12. **A blue stocking-** a woman having literary taste (ادبی ذوق والی عورت)

P.U. 2004, 2015 (Sargodha 2010)

Explanation: It is derived from the Blue stocking society, a name given to the meetings about 1750 at the house of Mrs. Montague and other to talk on literature, without playing cards as the ladies of that era used to do. Dr. Johnson, did not tolerate the blue stockings.

1750ء میں خواتین بلوسٹاکنگ سوسائٹی جو ایک ادبی سوسائٹی تھی۔ کی میٹنگ میں شریک ہوتی تھیں۔ اس لئے ادبی ذوق رکھنے والی عورتوں کو Blue Stocking کہا جاتا تھا۔

She is not well educated but she is **a blue stocking.**

13. **A bolt from the blue:** a sudden calamity (ناگہانی آفت) **(Sargodha 2008)**

The news of his son's death in the car accident was **a bolt from the blue** for him.

14. **A bone of contention:** the root of evil (فساد کی جڑ) **(P.U. 2015), (P.U. 2018)**

Explanation: The allusion (اشارہ) is to the bone that dogs fight for

This piece of land is **a bone of contention** between the two brothers.

15. **A broken reed-** some one untrust worthy, not to be relied upon **(Gujrat 2009, G.C Faisalabad 2013)**

(نرسل۔ جو پانی یا مرطوب زمین میں اگتا ہے۔ سرکنڈا۔ بانسری یا ایک قسم کا ساز **Reed**

Explanation: The phrase is from the Bible "Lo, thou trusteth the staff of this broken reed.

Do not tell your secrets to him because he is **a broken reed.**

16. **A brown study:** thinking deeply and not noticing what is happening around one

محویت۔ مراقبہ۔ دن میں خواب دیکھنا

I startled (چونکا دیا) him from his **brown study.**

17. **A bull in a China shop:** a wreckless or clumsy destroyer (ہر شے کو تہس نہس کرنے والا) (P.U. 2015)

Bull- (بھینسا) **China shop** (چینی کے برتنوں کی دکان)

Explanation: The bull a symbol of power when enters the shop of delicate china ware, disrupts and breaks them and produces disorder in the shop. The reference here is to the disorder.

ایک بھینسا جب چینی کے برتنوں کی دکان میں داخل ہوتا ہے تو وہ وہاں برتنوں کو توڑ پھوڑ کر انتشار کا سماں پیدا کر دیتا ہے۔ **Idiom** میں اسی انتشار کی طرف اشارہ کیا گیا ہے۔

My son behaved like **a bull in a China shop** and destroyed everything in the library.

18. **A cold blooded murder:** a cruel murder (ظالمانہ قتل) **(P.U. 2011), (P.U. 2016), (P.U. 2018)**
The killing of Liaquat Ali Khan was **a cold blooded murder.**

19. **As the crow flies:** in a direct, a straight way. **(P.U. 2004)**
This road leads to station as straight **as the crow flies.**

20. **A cry in the wilderness:** An impossible thing (صدا بصحرا)
The cry of peace is **a cry in the wilderness.**

21. **At cross purposes.** two persons having opposite views, that they do not understand each other (متضاد نظریات کے حامل) **V.Imp P.U. 1992**
(a) He is **at cross purposes** with his father on the issue of his marriage.
(b) I think we have been talking **at cross purposes.**

22. **A casting vote:** decisive vote (فیصلہ کن ووٹ) **(Gujrat 2009)**
The matter was decided by the **casting vote** of the speaker.

23. **A cat and dog life:** a life of quarrels (لڑائی جھگڑا) **P.U. 2006**
The husband and wife are leading **a cat and dog life.**

24. **A cat's paw:** a person used as a tool by another (آلہ کار) **Paw** (پنجہ) **V.Imp (P.U. 2012, 2013)**
He is a **cat's paw** in the hands of his wife.

25. **A chip of the old block-** A child possessing the qualities of his father or mother - بچہ۔ جس میں ماں یا باپ جیسی خوبیاں پائی جائیں۔ **(P.U. 2014), (P.U. 2018)**
He is lover of money like his father. He will prove **a chip of the old block.**

26. **Achilles' heel:** (کمزور پہلو، کمزوری) **P.U. 2004, Gujrat 2013)**
the weak point in man's circumstances or character (انسان کے کردار یا حالات میں کمزور پہلو)
heel- (ایڑی)

Explanation:
یونانی شاعر ہومر کی تصنیف ایلیڈ (Illiad) کا کردار جو جنگ ٹروجن میں اس وقت مارا گیا جب تیر اس کی ایڑی پر لگا۔ جو اس کی واحد کمزور جگہ تھی۔ کہانی
کے مطابق اس کی ماں تھیٹس (Thetis) نے اپنے بیٹے **Achilles** کو دریائے سٹائکس (Styx) میں ڈبو کر اسے ناقابل تسخیر بنایا تھا۔ صرف
اس کی ایڑی خشک رہ گئی تھی۔ جو بعد ازاں اس کے جسم کا کمزور حصہ بنی رہی۔

His **Achilles' heel** was his pride.

27. **A close fisted man:** a miser, unwilling to spend money (کنجوس آدمی)
close (تنگ) **fisted** (مٹھی والا) تنگ مٹھی والا جس کا ہاتھ کشادہ نہ ہو۔
(a) He does not give anything in charity (خیرات). He is a **close fisted man.**
(b) Nobody likes him because he is a **close fisted man.**

28. **A cock and bull story:** An incredible story (جھوٹی کہانی) **(P.U. 2013)**
cock (مرغ) **bull** (بھینسا)
(a) He narrated **a cock and bull story.**
(b) His marriage with a film actress is **a cock and bull story.**

29. **A dark horse:** an unexpected winner (چھپا رستم)

Explanation: A person whose capabilities are unknown and whose future career cannot be guessed. The term is from horse racing for a horse of whose racing capabilities little or nothing is known. 'Dark' refers, not to a horse with dark but to people being in the dark.

(a) He proved **a dark horse** and came first in the annual examination.
(b) It's difficult to predict who will win the prize- there are two or three **dark horses** in the tournament.

30. **A dead letter:** something no longer in force (ختم شدہ قانون) **(P.U. 2018)**
This law on divorce (طلاق) has already become **a dead letter.**

31. **A dog in the manger:** a churlish person, who does not use a thing himself and does not let other to use it. (ایک بدخو شخص جو خود کوئی کام نہ کرے اور نہ ہی کرنے دے) **(Sargodha 2009)**
Manger - کھرلی

Explanation: The phrase comes from Aesop's tale for the dog that, it had no use for the hay (گھاس پھوس) in the manger, (کھرلی) growled at the horses and would not let them eat it.
ایک کتے کی کہانی جو کھرلی میں چارے کو نہ خود کھاتا تھا نہ کسی کو کھانے دیتا تھا۔

(a) He neither marries himself with that beautiful girl, nor allows anyone else to do so. He follows **a dog in the manger** policy.
(b) Salma is a real **dog in the manger.** She cannot drive, but she will not lend her ear to anyone.

32. **A drawn game:** a game in which neither party wins (برابر کا کھیل)
The two teams played **a drawn game.**

33. **At daggers drawn:** to have enmity (اختلاف، دشمنی) dagger (خنجر)
All the religious parties in Pakistan are **at daggers drawn** with one another.

34. **An eye wash:** trickery; deception (دھوکہ، فریب) **V.Imp P.U. 2001, Sargodha 2014**
(a) His sympathy for me was merely **an eye wash.**
(b) Elections in Pakistan are just **an eye wash.**

35. **A fair weather friend:** a friend who leaves you in trouble (مطلبی دوست) **(Sargodha 2013)**
(a) Do not trust him, he is a **fair weather friend.**
(b) **A fair weather friend** is not of much help in an emergency.

36. **A feather in one's cap:** feather (پر) a distinction (امتیاز) **V.Imp. P.U. 2004, 2010**

Explanation: The metaphor comes from a custom among the Red Indians and other people of adding a feather to one's headgear for each enemy killed.
ریڈ انڈینز میں یہ رواج تھا کہ وہ دشمن کے ایک آدمی کو قتل کرنے پر فاتح کے سر پر پرندے کا پر لگاتے تھے۔

The prize that he won was quite a **feather in his cap.**

37. **A far cry:** a long distance; a long way from; a very different thing from (دور کی بات، ناممکن بات)
(a) London is **a far cry** from here.
(b) Truth in politics is **a far cry.**

38. **A fish out of water:** a state of uneasiness (بے چینی) **V.Imp**

مچھلی اگر پانی سے باہر آ جائے تو بے چینی محسوس کرتی ہے۔

The mother **felt like a fish out of water** in the absence of her child.

39. **A fishy story:** doubtful, seeing bad or dishonest (مشکوک) **P.U. 2004**

He narrated **a fishy story** about his progress in business.

40. **A fly in the ointment:** something that spoils a good situation (رنگ میں بھنگ) **V.Imp**

ointment (مرہم)

اگر مرہم میں مکھی گر جائے تو ذہن پر ایک خاص قسم کی کراہت پیدا ہوتی ہے۔ اس کی طرف اشارہ ہے۔

The function was going on well, but his presence proved **a fly in the ointment.** **(Sargodha 2008)**

41. **A fool's errand:** useless or unprofitable mission (بے سود، فضول)

This plan came to be **a fool's errand.**

42. **A fool's paradise:** to be the victim of illusory happiness (احمقوں کی جنت) **V.Imp**

i. They think they can live on love alone but they are living in **a fool's paradise.** OR

ii. People who think there will be peace in the world, are living in a fools' paradise.

43. **A Freudian slip:** somthing you say that is different from what you intended to say

Freudian: related to the theory of Freud about the interpretation of dreams.

> ***Explanation:** A freudian slip is popularly a slip of the tongue revealing a subconscious thought or desire.*
>
> غیر ارادی طور پر وہ کچھ کہہ دینا جو آپ کہنا نہیں چاہتے تھے۔

She spoke by chance that she liked Mr. Aslam, which was **a Freudian slip.**

44. **A gala day:** a happy day (خوشی کا دن)

14th August is **a gala day** for the Muslims of Pakistan.

45. **A give and take-** a policy of mutual accommodation and forbearance (کچھ دو، کچھ لو)

We should adopt **a give and take** policy in life.

46. **A Gordian knot:** a difficult problem Knot (گرہ)

To build Kalabagh dam is to cut **a Gordian knot.**

> یہ کہانی گارڈیس ایک کسان اور سکندرِ اعظم کے متعلق ہے۔ ایک الہامی آواز نے بتایا کہ ملک کے اندر شور شرابا ایک ویگن (چھکڑے) کی آمد پر ختم ہوگا۔ جو سب سے پہلے اس ملک میں داخل ہوگا۔ گارڈیس چھکڑے میں بیٹھ کر اس ملک میں داخل ہوا۔ اسے بادشاہ بنا دیا گیا۔ لیکن اس نے بادشاہت Zeus دیوتا کو دے دی۔ چھکڑے کے ایک سرے کو درخت کے ساتھ باندھ دیا گیا۔ الہامی آواز نے کہا جو کوئی اس گانٹھ کو کھولے گا۔ وہ ایشیا پر حکومت کرے گا۔ سکندرِ اعظم نے اس گانٹھ کو اپنی تلوار سے کھولا۔

47. **A hard nut to crack:** an uphill task (مشکل کام) **Nut** (مغز) **Crack** (توڑنا) **(P.U. 2013, 2015)**

To root out corruption from our society is **a hard nut to crack.**

48. **A hard and fast rule:** fixed; set (طے شدہ)**(P.U. 2016)**

There are not **hard and fast rules** for writing an essay.

49. **A hair breadth escape**: a narrow escape (بال بال بچنا) V.Imp.
He had **a hair breadth escape** in the car accident.
An another spelling is hair's breadth(-----------------)

50. **A hat trick:** three successive victories (مسلسل تین کامیابیاں) **V.Imp**
Imran Khan had **hat trick** in the cricket match when he bowled out three players of Indian team.

51. **A hearty meal:** a large meal (جی بھر کر کھائی جانے والی خوراک) **V.Imp P.U. 2006**
Most of the labourers in Pakistan do not have **a hearty meal** these days.

52. **A hen pecked husband:** a husband who obeys his wife (زن مرید شوہر)
Hen pecked (عورت کا مرد کو خصوصاً اپنے شوہر کو ستانا، چلانا)
He cannot help you without the permission of his wife as he is **a henpecked husband.**

53. **A Herculean task:** very difficult task (مشکل کام) **Hercules-** (غیر معمولی جسامت اور قوت رکھنے والا آدمی)
A work which can be performed by **Hercules strength.**
To make an end of employment in Pakistan is **a herculean task.**

54. **A house of cards**- a plan that is likely to fail (منصوبہ جو شرمندۂ تعبیر نہ ہو سکے) **P.U. 2005,2015 V.Imp**
The term is an allusion to a children's game of constructing a toy house with playing cards. His plan to reform the world fell to pieces like **a house of cards.**
بچے تاش کے پتوں سے کھلونا ٹائپ گھر بناتے ہیں۔ **Idiom** میں اس گھر کی طرف اشارہ ہے۔

55. **A hole and corner policy:** a policy based on secret and dishonest motives and action. (خفیہ اور بد دیانتی پر مبنی پالیسی)
I do not like the **hole and corner policy** of the company in which I work.

56. **A hornet's nest:** to create an unpleasant situation (ناخوشگوار صورتحال پیدا کرنا، بھڑ کے چھتے کو چھیڑنا)
Hornet (بڑی بھڑ) **nest** (چھتہ)
You may **stir up a hornet's nest** if you dismiss him from service.

57. **Hot water:** in trouble (مصیبت میں، مشکل میں) **(P.U. 2014)**
You will be in **hot water,** if you are late again.

58. **A jack of all trades:**(ہر فن مولا) a person who can do any kind of work. **V.Imp**
He is **a jack of all trades** but master of none.

59. **A jail bird:** a person who has been in prison several time. (ایسا آدمی جو کئی مرتبہ جیل جا چکا ہو) **V.Imp**
He is an old **jail bird** and has been convicted (سزا ملنا) many times before.

60. **A jaundiced eye:** a prejudiced mind (متعصب ذہن)
Jaundiced- (یرقان، جس میں آنکھیں اور چہرہ زرد ہو جاتا ہے)
Everything appears yellow to a **jaundiced eye.**
He looks at the present rulers with a **jaundiced eye.**

61. **A knotty problem:** a difficult problem (مشکل کام)

To end poverty in Pakistan has become **a knotty problem.**

61. **A lame excuse:** unsatisfactory explanation (جھوٹا بہانہ)

Do not make **a lame excuse** to leave the class.

62. **A labour of love:** a thankless labour (بغیر معاوضے کا کام) **V.Imp**

P.U. 1992, P.U. 2006, Sargodha 2010, (P.U. 2017)

(a) My father is doing **a labour of love** in the education department.

(b) I did not help him for any personal gain (ذاتی مفاد). It was all **a labour of love.**

63. **A live wire:** a person full of energy (پرجوش انسان)**V.Imp (Sargodha 2009), (P.U. 2016)**

Live: a person full of action (متحرک شخص) Wire (بجلی کا تار)

Our new principal is a man of action. He is **a live wire.**

64. **At large:** free (آزاد)

The thief is still **at large.**

65. **Alladin's lamp** (الہ دین کا چراغ) anything that helps you to realize your desire in the shortest time.

The illusion is to Alladin, the famous character of Arabian Night (داستان الف لیلیٰ) who with the help of magic lamp used to perform impossible things in life.

(a) Ready money is **Alladin's lamp.** (Lord Byron)

(b) Good will (اچھی ساکھ) is almost as effective as **Alladin's lamp.**

(c) Work hard for your success, you have no **Alladin's lamp** to help you.

66. **At logger heads:** to be on inimical terms (ان بن ہونا، دست و گریبان ہونا) **V.Imp, (P.U. 2017)**

Logger: some whose job is to cut down trees. (آرا کش)

Logger heads: (ایک آہنی اوزار، جس کے سر پر ایک گولا ہوتا ہے۔ اور کولتار پگھلانے کے کام آتا ہے)

Explanation: 'Engaged in a violent quarrel, or a dispute seems to refer to medieval naval battles during which sailors bashed each(ضرب لگانا) other with murderous instruments called loggerheads. The logger heads were long handled devices with a solid ball of iron on the end that was heated and used to melt pitch or tar, which could be flung at the enemy.

Loggerheads بڑے بڑے ڈنڈوں پر لگے ہوئے لوہے کے گولے ہوتے ہیں۔ انہیں گرم کر کے کولتار کو پگھلایا جاتا تھا۔ اور بحری لڑائیوں میں انہیں دشمن پر پھینکا جاتا تھا۔

(a) She is **at loggerheads** with her boss over the new working hours.

(b) Management and staff are **at loggerheads** over the plan.

67. **A laughing stock:** some one who is laughed at (نشانۂ تضحیک) **V.Imp (Sargodha 2009)**

a. If I wear that hat, I shall be the **laughing stock** of the village.

b. He was the **laughing stock** of the school.

68. **All moonshine:** altogetehr foolish or untrue (جھوٹی یا تصوراتی بات) **(P.U. 2017)**
His declaration to serve mankind throughout his life is **all moonshine.**

69. **All the rage:** in current fashion (بہت ہر دلعزیز) **V.Imp**
The new hair style has become **all the rage** among the girls.

70. **A man of letters:** literary man (ادبی ذوق رکھنے والا آدمی) **V.Imp** **(Sargodha 2010)**
Dr. Iqbal is **a man of letters.**

71. **A man of parts:** a man of superior ability (غیر معمولی قابلیت کا آدمی) **V.Imp**
Dr. Abdul Qadeer Khan is **a man of parts.**

72. **A man of spirits:** brave person (بہادر آدمی) **V.Imp**
Major Aziz Bhatti is **a man of spirits.**

73. **A man of straw:** of no importance (معمولی آدمی) **straw (تنکا) V.Imp**
Nobody respects him, because he is **a man of straw.**

74. **A maiden speech:** The first speech that one makes. (پہلی تقریر) **V.Imp (Sargodha 2008 2014)**
His **maiden speech** in the Assembly was successful.

75. **A mare's nest:** a hoax, an imaginary plan (خیالی تجویز)

Explanation: The ancient Saxons supposed that what we call nightmare (ڈراؤنا خواب) *was produced by demon of vampire* (خونی چمگادڑ) *called Mara sitting on the sleeper's breast. The Vampire was believed to sit on hidden treasure a hen on eggs; and the place where it sat was called its nest. In fact; however, the treasure existed only in imaginations. Hence when any one thinks he has made a great discovery which afterward, turns out to be nothing we say he has found a mare's nest.* (ڈراؤنے خواب)

قدیمی سیکسن ڈراؤنے خوابوں کے متعلق یہ رائے رکھتے تھے کہ ایک خونی چمگادڑ انہیں پیدا کرتی ہے۔ جو خواب دیکھنے والے کی چھاتی پر بیٹھتی ہے۔ یہ خونی چمگادڑ ایک مرغی کا روپ دھار کر خزانے پر بیٹھتی تھی۔ جو در حقیقت خزانہ نہیں ہوتا تھا۔ اس لئے ایسا آدمی جو اپنے خیال میں بہت بڑی ایجاد کرنے کا خواب دیکھتا ہے لیکن بعد ازاں وہ دریافت کچھ بھی نہ نکلے تو ہم کہیں گے اس نے **Mare's nest** دریافت کیا ہے۔

76. **A moot point:** a point or question open to discussion (ایسی بات، جس پر بحث کی گنجائش ہو)
The scope and application of family planning in Pakistan is still **a moot point.**

77. **A necessary evil:** an evil that cannot be avoided (ضروری برائی) **V.Imp**
Examinations are **a necessary evil.**

78. **A nail in the coffin:** An action or thing that may bring something to make an end of something. (تابوت میں آخری کیل ثابت ہونا) **Nail (کیل) V.Imp**
The new taxation policy proved **a nail in the Government's coffin.**

79. **A narrow escape:** (بال بال بچنا) **V.Imp (G.C Faislabad 2013)**
He had **a narrow escape** in the car accident.

80. **Animal spirits:** youthful cheerfulness and vigour (خوشی سے اچھلنا، بے فکری، خوش دلی)
The children were full of **animal spirits** on the Eid day.

81. **An open secret:** a secret known to everybody (کھلا راز) **(P.U. 2012)**
His marriage with a beautiful actress is **an open secret.**

82. **An oily tongue:** (چکنی چپڑی باتیں کرنا) **Oily** : covered with oil **V.Imp (P.U. 2012, 2015)**
Beware of the **oily tongue** of your new friend.

83. **At one's wits ends:** utterly confused and desperate (بدحواس، بوکھلایا ہوا) **V.Imp**
(a) I am **at my wits ends** with this complicated situation.
(b) I am **at my wits end** at the loss of my documents.

84. **Apple of some one's eye:** some one's favourite person or thing (منظورِ نظر)
He is the **apple of his father's eye.**

85. **An apple of discord:** an object of dispute (فساد کی جڑ) **V.Imp P.U. 1991**

Explanation: This term is derived from the mythological story (پرانی فرضی کہانی) *that one day Eris, the goddess of discord, threw a gold apple on which was written" For the fairest' in the assembly of gods* (دیوتاؤں) *Juno* (دولت کی دیوی) *Minerva* (عقل کی دیوی) *and Venus* (محبت کی دیوی) *contended for this apple. At last Paris, son of Priam, gave it to Venus. This produced feelings of enmity in Juno and Minerva;*

ایک پرانی دیومالائی کہانی سے ماخوذ ہے۔ ایرس جو فتنہ فساد کی دیوی تھی۔ اس نے ایک سنہری سیب پھینکا، جس پر لکھا تھا، "خوبصورت ترین کیلئے" دولت کی دیوی Juno، عقل کی دیوی منروا اور محبت کی دیوی وینس نے اسے حاصل کرنے کی کوشش کی۔ آخرکار یہ سیب وینس کو مل گیا۔ دولت کی دیوی اور عقل کی دیوی میں رنج پیدا ہوا اور وہ حسد اور لڑائی کے جذبے سے بھر گئیں۔

This house is **an apple of discord** between two brothers.

86. **Apple pie order-** perfectly neat and methodical arrangement (مکمل ترتیب کے ساتھ کامل)
V.Imp (P.U. 2011), (P.U. 2017)

Explanation: Pie- a sweet food usually made with fruit baked inside a pastry covering.
پیسٹری کی دو تہوں کے درمیان قیمہ، مچھلی یا پھل وغیرہ بھر کر تیار کی ہوئی ڈش
The apples are carefully cut and arranged and packed in the pie dish. In this way, the dish looks beautiful and is tasty.

(a) The books were lying on the table in **apple pie order.**
(b) The room was in **apple pie order.**

87. **A queer fish** - a strange or crazy person **(Sargodha 2015)**
It is a colloquialism (روزمرہ کی زبان) *for a strange person.*
Your new boss is **a queer fish.** He does strange things in the meeting.

88. **A rainy day:** time of difficulty (مشکل وقت)
We must lay by (بچانا) something (for a rainy) or against **a rainy day.**

89. **A red letter day:** an auspicious or fortunate day (مبارک دن) **V.Imp (Sargodha 2009)**

Explanation: In the old Christian calendars, saints days were marked with red letters and they were considered festival days.
عیسائی کیلنڈرز میں مقدس لوگوں اور بزرگوں کے دنوں کو سرخ حروف میں لکھا جاتا تھا اور انہیں مبارک اور خوش قسمت ایام سمجھا جاتا تھا۔

14 August 1947 is **a red letter day** in the history of Pakistan.

90. **A red rag to the bull:** the cause of provocation (اشتعال انگیزی کی وجہ) rag (چیتھڑا) bull (بھینسا) بھینسے کو جب سرخ رنگ کا کپڑا دکھایا جاتا ہے۔ تو وہ مشتعل ہو کر دشمن پر حملہ کرتا ہے۔ V.Imp

My name to my enemy is **a red rag to the bull.**

91. **A ruling passion:** dominating passion (غالب جذبہ) **V.Imp** **(Sargodha 2012)**

A passion which dominates everybody

Greed (لالچ) has become **a ruling passion** with most of us now-a-days.

92. **A rolling stone:** an unstable person (غیر مستحکم شخص، ناپائیدار شخص)

A rolling stone gathers no moss. (دھوبی کا کتا، گھر کا نہ گھاٹ کا)

93. **A random shot:** a carelessly made answer or shot (اٹکل پچو یا بغیر سوچے سمجھے کی گئی بات)

It was **a random shot** and we should not take it seriously.

94. **A raw deal:** unfair treatment (بہت غیر منصفانہ یا ظالمانہ سلوک)

Women get **a raw deal** when it comes to pay.

95. **A right hand man:** a person's most trusted and useful assistant (دست راست، با اعتماد مددگار)

The head clerk of our college is the **right hand man** of the principal.

96. **A rotten apple or a rotten egg :** one bad person who has a bad effect on others in a group (برا شخص جو دوسروں پر بھی برا اثر کرے) **(Gujrat 2008)**

i. Our class is very peaceful as there is no **rotten apple** in it.

ii. There are many **rotten apples** in every department of the university.

97. **A rope of sand:** a bond which is easily broken (نامعتبر سہارا، جھوٹا سہارا)

Your promise to lend him money is **a rope of sand.**

98. **A scape goat:** a person singled out for punishment (قربانی کا بکرا) **V.Imp (Sargodha 2010)**

All of them were guilty but Aslam was made **a scape goat.**

99. **A serpent in the egg:** in the first stage (ابتدا ہی سے) **serpent** (سانپ)

When a bad custom begins, we must kill **the serpent in the egg.**

100. **At sea:** puzzled , bewildered (ششدر ہونا) **V.Imp** **(Sargodha 2009)**

I am **at sea** to understand the mystery of the universe.

101. **A short cut:** a shorter way (مختصر راستہ)

There is no **short cut** to success.

102. **A sheet anchor:** the last and best hope for safety (آخری سہارا، جو بوقت ضرورت کام آ سکے)

This medicine served as **sheet anchor** for his life.

103: **A sight for sore eyes:** (خوشگوار صورت حال) **Sore eyes** (دکھتی ہوئی آنکھیں) **V.Imp**

(a) You are a sight for **sore eyes.**

(b) Your presence among us is a **sight for sore eyes.**

104. A skeleton (ڈھانچہ) in the cupboard - or in the closet (الماری) V.Imp

Explanation: A source of shame, especially to the members of the family, that is kept secret (شرمناک راز),

This phrase comes from the fairy tale of Blue Beard (a rich man). He gave all the keys of the house to his wife when he left on business saying that the only place where she could not go was a closet at the end of a long corridor. She opened it and there she found the dead bodies of his previous wives.

یہ Idiom ایک فرضی کہانی سے لیا گیا ہے۔ اس کہانی میں ایک شخص بیرڈ کا ذکر ہے۔ جو بہت امیر تھا۔ جب وہ بزنس ٹور پر جانے لگا تو اس نے اپنی بیوی کو اپنے گھر کی تمام چابیاں سونپ دیں اور اپنی بیوی سے کہا کہ وہ اسے طویل برآمدے میں واقع الماری کے قریب مت جائے۔ اس کی غیر حاضری میں اس کی بیوی نے اس الماری کو کھولا۔ وہاں پر اسے اپنے خاوند کی پچھلی بیویوں کی لاشیں ملیں۔

(a) There are many **skeletons in my neighbour's cupboard or (closet).**

(b) I do not have any **skeletons in the closet.** (in the cupboard)

(skeleton often used plural)

105. A slip of the tongue: things said or written accidentally (کسی چیز کا اتفاقاً زبان سے نکل جانا)

I did not mean to call you a fool - it was just a **slip of the tongue.**

106. A small talk: light talk as if in parties (ہلکی پھلکی گفتگو) **V.Imp**

Quaid-i-Azam did not indulge in **small talk** with other politicians.

107. A snake in the grass: a deceitful person (چھپا دشمن)

Beware of your new friend; he may prove **a snake in the grass.**

108. At a snail's pace- very slowly (سست رفتار) **snail** (گھونگا)

گھونگھا۔ کوئی سست رفتار صدف یا صدفہ (سیپ یا موتی کی مانند کا کیڑا) جو اپنے خول میں پورا سما جاتا ہے۔

The child walks to the school **at snail's pace.**

109. A square deal : an honest bargain, transaction (کھرا سودا، سچا سودا) **P.U. 1987, Gujrat 2010**

You always get **a square deal** in that shop.

110. A square meal: a good nourishing meal (خاصا سیر کر دینے والا کھانا، دو وقت کی روٹی) **V.Imp**

Most of the labourers do not get **a square meal** now-a-days.

111. A square peg in a round hole: a person who feels out of place ایسا شخص جو مناسب مقام پر نہ ہو

square (مربع شکل) **peg** (کھونٹی) **round** (گول) **V.Imp**

He is a clerk but has to do teaching work in the college. He is **a square peg in a round hole.**

112. A storm in the teacup- great fuss over a little thing (معمولی باتوں پر ہنگامہ)

You should not worry about the quarrel between two ladies. It is a just **a storm in the tea cup.**

113. A stumbling block- a problem or difficulty that prevents from achieving something. (رکاوٹ)

His dishonesty has become **a stumbling block** in his promotion.

114. A stone's throw: a very short distance (نزدیک قریب) **P.U. 1992 V.Imp**

They live **a stone's throw** away from here.

115. A sworn enemy- a determined and resolute enemy (جانی دشمن) **V.Imp**

India is our **sworn enemy.**

116. A thorn in the flesh- a painful thing (تکلیف دہ شے، سوہانِ روح) **Gujrat 2014 V.Imp**

i. A mother-in-law (ساس) often proves **a thorn in the flesh** for a bride (دلہن).

ii. His sister is a thorn in his flesh. (A Biblical reference, to II Corinthians (2:77)

117. A turn coat- a person who changes his opinion (ناقابل اعتبار انسان) **V.Imp**

Explanation: A coat was used, which had two different sides and could easily be turned over. ایسا کوٹ جس کی **Sides** کو بدلا جا سکتا تھا۔

(a) A politician in Pakistan is often **a turn coat.**

(b) Do not trust your new friend, he is **a turn coat.**

118. A thankless task- without having any credit (بغیر معاوضے کے کام)

To cook food for the family **is a thankless task** for me.

119. A tower of strength - a person who can be relied upon for help (طاقت کا سرچشمہ)

Quaid-i-Azam was **a tower of strength** for his people.

120. A vexed question- a question which causes much discussion but which remains unsolved

To end poverty in Pakistan has become **a vexed question** for the Govt.

121. An uphill task- difficult task (مشکل کام) **V.Imp (Sargodha 2010)**

(a) To get a visa for America is **an uphill task.**

(b) To pass the B.A examination is **an uphill task.**

122. A utopian scheme- an impracticable scheme (ناقابل عمل تجویز), **(P.U. 2017)**

The confederation of Pakistan and India is **a utopian scheme.**

123. A wet blanket - (کسی محفل کے جوش و خروش کو کم کرنے والا شخص)**blanket** (کمبل) **V.Imp**

(Sargodha 2008, 2010)

Explanation: A blanket saturated with water if put over a fire will slowly extinguish the fire. Hence the phrase has come to be applied to any person whose presence damps or checks enthusiasm. (جوش و خروش)

پانی سے تر کمبل کو اگر آگ پر رکھا جائے تو وہ آہستہ آہستہ آگ کو بجھا دیتا ہے۔ اسی طرح ایسا شخص جو اپنے سرد رویے سے کسی کام کے جوش و خروش کو کم کرے **Wet blanket** کہلاتا ہے۔

(a) He is **a wet blanket** and he spoils the pleasure of every function.

(b) She was such **a wet blanket** at the party that they never invited her again.

(c) Do not ask him to the party ___ he's such a **wet blanket.** (Gujrat 2009, Sargodha 2010, 2015)

124 (a). A white lie- completely an untruthful thing (سفید جھوٹ) **V.Imp**

What he said was **a white lie.**

124(b). A white elephant- less useful, but more expensive. **(Sargodha 2015, Gujrat 2015)**

ایسی شے جو کم مفید ہو، لیکن اس پر خرچ زیادہ ہو۔ سفید ہاتھی

A car is **a white elephant** for a poor person.

125. A wild goose chase - useless effort (ناکام جستجو) **goose** (بطخ) **V.Imp**

Explanation: Englishmen in the late 16th century invented a kind of horse race called the wild goose chase in which the leader horse could go off in any direction and the succeeding horses had to follow accurately the course of the leader at precise intervals, like wild geese following the leader in formation.

To find out the lost girl without the help of police is **a wild goose chase.**

126. A willing horse- a willing worker (رضامندی سے کام کرنے والا)

Only **a willing horse** can make this plan successful.

127. A wolf in sheep's clothing- a deceitful person -a cunning person (عیار انسان) **V.Imp**

A Hindu is a wolf **in sheep's clothing.**

B

128. By the backstairs- private influence of an unworthy nature (چالاکی سے دغا سے)

I got the job in the education department **by the back stairs.**

129. Bad blood- ill feeling (دشمنی کے جذبات)

There has always been **a bad blood** between the two brothers.

130. Better half- wife (نصف بہتر، بیوی)

You should be sincere and kind to your **better half.**

131. Brevity is the soul of wit- (اختصار سے گفتگو ذہانت کا جوہر ہوتی ہے)

You must not beat about the bush; you must know that **brevity is the soul of wit.**

132. Birds of a feather - (ہم نوالہ ہم پیالہ، ایک جیسے مزاج اور مشاغل کے لوگ)

***Explanation:** persons having the same disposition of a feather means of one feather i.e. of the same plumage.*

Birds of a feather flock together. (ہم پیالہ و ہم نوالہ لوگ اکٹھی پرواز کرتے ہیں)

133. Blue blood- royal blood (شاہانہ خون) **(Sargodha 2010, 2011), (P.U. 2016) V.Imp**

(a) She is a **blue blooded** Duchess.

(b) There runs **blue blood** in her veins.

134. **Burning question** : an urgent and important matter (گرما گرم بحث) **V.Imp**

The **burning question** is when Kashmir will become a part of Pakistan.

135. **Below one's dignity:** contrary to one's honour (عزت کے خلاف، عظمت کے برعکس)

Dignity (عظمت، عزت)

It is **below my dignity** to do injustice to a poor worker.

136. **Below the belt-** unfair method (ناجائز طریقہ) **belt-** (پیٹی) **V.Imp**

Explanation: In boxing, it is unfair to attack the enemy below the belt. The idiom refers to this allusion.

A true Muslim does not hit his enemy **below the belt.**

137. **Behind the scenes:** Privately , secretly (خفیہ طور پر)

A new agreement of friendship has been drawn between India and Pakistan **behind the scenes.**

138. **Bolt from the blue or out of blue-** a sudden calamity (ناگہانی آفت) **V.Imp**

(Sargodha 2010)

The news of his son's death in the car accident was a **bolt from the blue** for me.

C

139. **Capital punishment-** death sentence **V.Imp**

The child lifters should be awarded **capital punishment.**

140. **Chicken hearted-** cowardly (بزدل)

Only the **chicken hearted** persons can flatter (خوشامد کرنا) their officers.

141. **Child's play-** something very cosy, work demanding no effort- آسان کام

It is not child's play to pass the C.S.S examination. **(Sargodha 2015)**

142. **Cold comfort-** no consolation at all, something offered as a comfort that only makes things worse; no satisfaction (طفل تسلی، جھوٹی تسلی) **V.Imp (P.U. 2013, G.C.U.F 2013)**

(a) He consoled me at the ruin of my business; but I know it was just cold comfort.

(b) The promise to help her may appear **cold comfort** to her.

143. **Creature comforts-** what makes the body comfortable, good food and clothing and other necessaries جسم کے لئے آرام دہ اشیاء جیسے اچھی خوراک اور کپڑے

Most of us do not have **creature comforts** in Pakistan. **(P.U. 2014)**

144. **Crocodile tears-** False tears (مگرمچھ کے آنسو، جھوٹے آنسو)

It was a false belief that the crocodile (مگرمچھ) wept to allure (پھانسنا) its victims.

یہ سمجھا جاتا تھا کہ مگرمچھ اپنے شکار کو زیر کرنے سے پہلے روتا تھا۔

(a) The step mother shed **crocodile tears** on her son's death.

(b) She shed **crocodile tears** at our misery.

145. **Cupboard love**- love which is based on dead selfishness (خود غرضی کی محبت)
Cupboard- (الماری)

Explanation:
الماری جس میں کھانے پینے کی اشیاء رکھی ہوں۔ وہاں سے محبت کا ڈھونگ رچا کر اشیاء کو نکالا جائے۔ تو ایسی محبت حقیقی نہیں ہوگی بلکہ ظاہر کیا جائے گا کہ اشیاء نکالنے والا شخص آپ سے بہت بے تکلف ہے۔ اور محبت کرتا ہے۔

Being a selfish person, he has **a cupboard love** for his wife.

D, E, F

146. **D- Day**- fixed day to start some movement (refers to the freedom movement started in America) (کسی تحریک کو شروع کرنے کا دن) **V.Imp**
5th Feb is **a D-day** for the freedom fighters of Kashmir.

147. **Dog's life**- miserable life (خستہ حال زندگی)
The poor lead **a dog's life** in Pakistan.

148. **Double face**- insincere; hypocrite (منافق، دو چہرے والا)
Most of the politicians in Pakistan are **double faced.**

149. **Every inch**- completely **V.Imp P.U. 1992- P.U. 2010**
He is **every inch** a gentleman.

150. **Fair play**- fairness and justice in the control of an activity (منصفانہ، مساویانہ)
Islam directs us to have **fair play** even with the enemy.

151. **Foul play**- a criminal act esp involving murder (جرم، قتل وغیرہ) **V.Imp P.U. 1992**
The police suspect a **foul play** in the death of the public leader.

152. **Fair sex**- women (صنف نازک)
We should be polite and kind to the **fair sex.**

153. **For good**- for ever (ہمیشہ) **(Gujrat 2009)**
He gave up smoking **for good.**

154. **French leave**- leave without permission (بغیر اجازت کے چھٹی) **(Sargodha 2009)**
(a) Many students take French leave from the class to see a film.
(b) The clerk took **French leave** after working hard for a week.

G, H, I

155. **Gift of the gab**- fluency of speech (چرب زبانی) gab (زبان) **V.Imp**
(Sargodha 2009, 2010), (P.U. 2016)
The President possessed the **gift of the gab** and impressed the audience (سامعین).

156. **Good for nothing**- useless (بےکار)
My new servant is a **good for nothing** fellow.

157. **Hand in glove with**- In intimate terms
Aslam and Arshad are great friends. They are **hand in glove with** each other.

158. **In black and white** - in writing (تحریری طور پر) (P.U. 2013)

Give me your statement **in black and white.**

159. **In the doldrums**- in the doldrums- to be in low spirits (اکتاہٹ، غم کی حالت) (Gujrat 2011)

He was in the doldrums at his failure to marry the girl of his liking.

The Doldrums are a region (خطہ) of the ocean near equator (خط استوا) where there is little wind that sailing ships were often becalmed (پرسکون).

Doldrums خط استواء کے پاس سمندر کا وہ حصہ جہاں تھوڑی بہت ہوا ہوتی ہے۔

160. **In one's elements**- to be in agreeable circumstances. (روزمرہ کی زبان)**P.U. 1992 V.Imp**

Our players of cricket were **in their elements** before the start of the match.

161. **In a fix**- colloquial for to be in difficulty (سخت الجھن کا شکار) **(Sargodha 2010) V.Imp**

We are **in a fix** and do not know what to do in this hour of misery.

162. **In full swing**- going ahead or continuing, vigorously (پورے زور شور سے) **V.Imp**

The work was **in full swing.**

163. **In good books**- favourite (منظور نظر، پسندیدہ)

He is in the **good books** of his teacher.

164. **Into the bargain**- extra (مزید اضافہ، اصل سودے کے علاوہ) **V.Imp**

He purchased the house but got the furniture **into the bargain.**

165. **In a nut shell** - briefly **V.Imp**

Give your statement **in a nutshell.**

166. **Inns and outs**- the complete details of a plan (اونچ نیچ مکمل تفصیلات)**(P.U. 2018)**

He alone knows the **inns and outs** of this plan.

167. **Iron hand**- firm control; severely (سختی سے)

Akbar ruled India with an **iron hand.**

The Government crushed (کچل دیا) the criminal (مجرموں کو) with an **iron hand.**

168. **Iron will**- strong determination (مضبوط ارادے، آہنی ارادے والا) **V.Imp**

Quaid-i-Azam was a man of **iron will.**

169. **In the air**- known to everybody (مشہور و معروف) **V.Imp**

The news of his murder is **in the air.**

170. **Ill at ease**- uncomfortable (because of the circumstances one is in. (بے چینی) **V.Imp**

He is an angry person. I always feel **ill at ease** in his company.

171. **In the pipeline** : already being considered, prepared or developed but not yet ready (زیر بحث معاملہ یا شے لیکن ہنوز غیر تیار شدہ)

A new plan to end poverty is **in the pipeline.**

J, K, L, M, N

172. **The last straw-** a little addition that makes a thing very miserable
Quaid-i-Azam's hard work in his old age proved the **last straw** for this health.

173. **Lion's share-** the largest share (سب سے بڑا یا بہترین حصہ) **V.Imp**
The wife got the **lion's share** of her husband's property.

174. **Maiden speech-** first speech (پہلی تقریر) **maiden-** (a young girl who is unmarried)
His **maiden speech** in the Assembly was successful.

175. **Not worth the salt-** may not deserve the pay that one gets (ہڈ حرام)
My new servant does not work sincerely, he is certainly **not worth the salt.**

O, P, Q

176. **On the cards-** likely to happen (وقوع پذیر ہونے والا) **P.U. 2009**
The strike by the railway workers is **on the cards.**

177. **On the air-** broadcasting on radio or television (خبریں سنانا) **V.Imp**
He is **on the air** almost every week.

178. **Open secret-** a secret known to everybody (کھلا راز) **V.Imp**
His marriage with a film actress is **an open secret.**

179. **On the anvil** - under discussion (زیر بحث) **V.Imp**
Anvil- (اہرن۔ سندان جس پر دھات کو رکھ کر ڈھلائی کیلئے کوٹتے ہیں اور ڈھالتے ہیں)
The new education policy is **on the anvil.**

180. **On the horns of dilemma-** to be in a fix (دو اشیاء میں ایک کو منتخب کرنے کی الجھن میں ہونا) **(P.U. 2017)**
horns (سینگ) **dilemma** (پریشانی)
She likes Saleem but her parents force her to marry her cousin. She is **on the horns of dilemma** and does not know what to do.

181. **On the spur of the moment-** (فوراً) at once **V.Imp**
Spur- (مہمیز۔ سوار کی ایڑی پر چڑھی ہوئی گھرنی یا کیل جسے چبھو کر گھوڑے کو دوڑاتے ہیں)
The fire brigade reached the house on fire **on the spur of the moment.**

182. **On one's last legs-** very near to falling down, or collapsing with exhaustion (موت یا خاتمے کے قریب)
Our cricket team is **on its last legs.** **V.Imp**

183. **Once in a blue moon:** very rarely **V.Imp (Sargodha 2010)**
The appearance of blue moon is a rare phenomenon (نیلے چاند کا طلوع ہونا ایک کم وقوع پذیر ہونے والا واقعہ ہے)
He visits the college office **once in a blue moon.**

184. **Out at elbows-** shabby, worn, cut (گندا، پھٹے پرانے)
He always wears that old jacket although it is **out at elbows.** **(P.U. 2012, Gujrat 2009)**

185. Pandora's box- a collection of evils, an imaginary box which could spread all human ills on its lid being opened. **(Gujrat 2009)**

Explanation: برائیوں کا مجموعہ۔ پنڈورا یونانی دیومالائی کہانیوں میں ایک عورت تھی۔ جسے ایک باکس دے کر دنیا میں بھیجا گیا تھا۔ دیوتاؤں نے اسے یہ بکس کھولنے سے منع کر رکھا تھا۔ لیکن اس نے اپنے نسوانی تجسس سے مجبور ہو کر یہ بکس کھول دیا۔ اور اس میں سے مختلف بیماریاں اور بدنصیبیاں نکل کر دنیا میں پھیل گئیں۔

The publication of this book opened up a **Pandora's box** in politics. **V.Imp**

186. Point blank- plainly or directly and perhaps rudely (صاف صاف کہنا)**V.Imp (P.U. 2016)**

(a) He refused to help me **point blank.**

(b) I told him **point blank** that we no longer wanted him to work for us.

187. Red tape- official rules that seem more complicated than necessary and prevent things from beings done. (دفتری طوالت) **V.Imp (Gujrat 2013)**

Explanation: This phrase comes from the custom of tying up offical documents with red ribbon or tape.

(a) Because of **red tape,** Saleem took weeks to get a visa.

(b) Most of our offices suffer from **red tape.**

188. Royal road- easy path (آسان راستہ) **(G.C Faisalabad 2013)**

There is no **royal road** to learn English language.

S, T, U, V, W

189. Small hours- the hours immediately after midnight (آدھی رات کے وقت)**(P.U. 2016)**

She works into the **small hours** every night.

190. Small talk- (take part in) polite conversation about unimportant things **V.Imp**
P.U. 2012 (غیر اہم باتوں کے بارے میں نرم گپ شپ یا گفتگو)

After the meeting, the members of staff made **small talk** for a while.

191. Scot free- escape from a situation with out receiving the punishment. (سزا سے بچ نکلنا)

Explanation: This idiom comes from the old English word 'scot' meaning a 'tax'. People were 'scot free' if they did not have to pay the tax.

She was punished while the others got off **scot free.**

192. The school master is abroad- education (تعلیم) **P.U. 2004**

The **school master is abroad** in Pakistan.

193. Star crossed- unlucky (بدنصیب) **P.U. 2002**

He is **star crossed** as his parents died in childhood.

194. Sour grapes- saying or pretending that something is not worth having because one cannot obtain it (کھٹے انگور، جسے حاصل نہ کیا جا سکے، کسی چیز میں کیڑے نکالنے کی صورت)

Explanation: This idiom comes from one of Aesop's fables. A fox cannot reach some grapes so he decides that they are not ready to eat.

His search for the attractive job proved **sour grapes** for him.

195. **Tall talk**- boastfulness, exaggerated language (شیخی سے بھرپور گفتگو) **V.Imp**

The story of his stay in America appeared to me a **tall talk.**

196. **To the backbone**- in everyway, completely (پوری طرح) **P.U. 1993 V.Imp**

He is honest **to the backbone.**

197. **The fourth estate** - the press, the newspaper (اخبار، پریس والے)

In a democratic country, the fourth estate is often press. The three estates are executive (انتظامیہ) legislature and judiciary.

The fourth estate wields a great influence in a democratic country.

198. **The crux of the problem**- the real difficulty of a question (زیرِ بحث سوال کا مشکل حصہ)

Crux- important part

The crux of the problem is how to end poverty in Pakistan.

199. **The old Adam**- the unredeemed part of a man's nature, prone to sin and error (گناہ کی طرف مائل فطرت) **P.U. 2006 V.Imp**

Everybody has **the old Adam** in him.

200. **The salt of the earth**- very good or worthy person (وہ طبقہ جس کے وجود سے دنیا کی حالت بہتر ہو)

The Companions of the Holy prophet are **the salt of the earth.**

201. **The eternal triangle**- problems arising from two women's love for one man or two *men's love for one woman.* ایک مرد کی دو عورتوں کے ساتھ محبت اور دو عورتوں کی ایک مرد کے ساتھ محبت سے پیدا ہونے والے مسائل

The theme of most of the Pakistan films is **the eternal triangle.** **V.Imp**

202. **The milk of human kindness**- kind feelings (ہمدردی) **(P.U. 2016)**

The Hindus do not have **the milk of human kindness** for the Kashmiries.

203. **The sword of Democles**- (فوری خطرہ، بلائے ناگہانی) a bad or unpleasant thing that might happen to you at any time.

Explanation: This expression comes from the Greek legend in which Democles had to sit at a meal with a sword hanging bya single hair above his head. Democles was a courtier in the palace of king Dionysius. He had praised King Dionysisus happiness, and Dionysisus wanted him to understand how quickly happiness can be lost.

Syracuse کے ظالم بادشاہ ڈایونائسس کے دربار میں ایک خوشامدی درباری **Democles** تھا۔ وہ بادشاہ کی طاقت، عیش و عشرت اور اثر و رسوخ کی تعریفیں کرتا رہتا تھا۔ بادشاہ نے ایک دن اسے دعوت پر بلایا۔ اس کے سر پر ایک بال سے تلوار کو باندھ کر لٹکا دیا۔ بادشاہ نے اس پر ثابت کیا کہ بادشاہوں کی طاقت بھی عارضی ہوتی ہے۔ اور اسے ہر وقت ختم ہونے کا خطرہ لگا رہتا ہے۔

(a) The **sword of Damocles** was hanging over me since I discovered that I was going to be divorced.

(b) This law hangs like a **sword of Democles** over the future of country. **(Gujrat 2011)**

204. **Tongue** (زبان) **in cheek** (رخسار)- Insincere without meaning what one says.(زبانی زبانی، تصنع ریاکاری کے ساتھ) P.U. 1998

(a) He said it with his **tongue in his cheek.**

(b) He said he was terribly sorry but I know he spoke with his **tongue in his cheek.**

205. **The writing on the wall**- something which shows that a disaster or failure is about to happen (نوشتہ دیوار، نوشتہ تقدیر)

The downfall of the present rulers in Pakistan seems to be the **writing on the wall.**

206. **The Three Rs.** - reading, writing and arithmetic, thought of as the most necessary parts of a basic necessary (مکتب کی تعلیم، نوشت و خواند اور حساب)

Modern education does not lay much stress on **three Rs.**

207. **Under a cloud**- under suspicion, in trouble or disgrace (جس پر عتاب ہو) **V.Imp**

(Sargodha 2008, P.U. 2014, Gujrat 2014)

He left his job **under a cloud.**

208. **The under dog**- a person or country that is weak and is always treated badly (غریب یا غریب ملک) **P.U. 2010, Gujrat 2013 V.Imp**

The underdog in a Muslim society must be treated well.

209. **Thumb nail sketch**- a short description giving main facts (ابتدائی خاکہ) **P.U. 2009 V.Imp**

I cannot show **the thumbnail sketch** of my future planning.

210. **Up to the mark**- to reach the required or normal standared (معیار کے مطابق) **V.Imp**

His method of teaching is not **up to the mark.**

211. **Up with the lark**- to rise very early (صبح سویرے)

lark- (بھورے رنگ کی چڑیا، یہ چڑیا علی الصبح چہچہانے کی عادی ہوتی ہے)

He rises **up with the lark** and goes out for a walk in the evening.

212. **With flying colours**- with distinction (امتیاز کے ساتھ)

He passed the B.A examination **with flying colours.**

213. **With a grain of salt**- to believe a thing with grain (چٹکی) hesitation (ہچکچاہٹ کے ساتھ ماننا)

We should accept his statement **with a grain of salt. (P.U. 2015)**

214. **With open arms**- warmly (گرمجوشی سے) **V.Imp**

He received the Chief guest **with open arms.**

215. **Worth while:** useful (مفید)

This medicine is **worthwhile** in fever.

216. **Yeoman's service**- help in need (ضرورت کے وقت مفید اور موثر امداد)

Yeoman (زرعی اراضی کا مالک جو خود اس پر کاشت کرتا ہو)

The army rendered **yeoman's service** to the flood affected people.

217. **Yellow press**- press which is based on sided and prejudiced views (متعصبانہ پریس، اخبار وغیرہ) **V.Imp**

In under developed countries, the **yellow press** is often in progress.

Set No. II

Phrases that go in pairs (Noun)

218. **Alpha and omega** : everything, the most important part

The knowledge of English language is the **alpha and omega** of international business.

219. **All and sundry:** everybody (ہر کوئی) **(Sargodha 2014)**

All and sundry went to see the village fair.

220. **At one's beck and call:** obedient (وفادار)

He is always **at my beck and call.**

221. **Bag and baggage:** with one's luggage; with all one's possessions.**V.Imp (P.U. 2017)**

a. I left Lahore **bag and baggage.** I left Lahore **with** bag and baggage. (Wrong) X

b. The poor servant was kicked out **bag and baggage.** (Do not use "with" baggage)

222. **Bread and butter:** livelihood (روزی) **V.Imp**

I will not sell my soul for the sake of **bread and butter.**

223. Cheek (رخسار) **by jowl:** intimate

a. They are deep friends. They are **cheek by jowl** now-a-days.

b. The families were living **cheek by jowl** in impossible conditions.

224. **Fire and water:** Two opposite thing

Truth and falsehood (جھوٹ) are **fire and water** to each other.

225. **Fire and sword:** destruction (تباہی)

The German carried **fire and sword** where ever they went.

226. **Flesh and blood-** human nature (انسانی فطرت)**V.Imp (Sargodha 2008), (P.U. 2018)**

Flesh and blood cannot tolerate (مظالم) this act of cruelty.

227. **From hand to mouth-** within one's means (ذرائع آمدنی) **V.Imp**

My elder brother is living **from hand to mouth** now-a-days.

228. **Heart and soul-** completely (دل و جان سے) **V.Imp**

She loves her son **heart and soul.**

229. **Head over heels:** completely

He is in love with her **head over heels.**

230. **Kith and kin:** blood relations (خونی رشتے) **V.Imp**

He came to see me with all his **kith and kin.**

He was betrayed by his **kith and kin** in time of adversity. (غربت)

231. **Loaves and fishes:** material gains (مادی فوائد) **Loaves** (روٹیاں) **V.Imp**

The Muslims should not quarrel with one another for the sake of **loaves and fishes.**

232. Neck or nothing: to take great risks (ہر ممکن، خطرات کا مقابلہ کرتے ہوئے)(P.U. 2018)

Neck or nothing, we shall help this poor person.

233. Part and parcel: an essential part **V.Imp (Sargodha 2014)**

Drinking has become a **part and parcel** of his life.

234. Pillar to post: be forced to go from one person or situation to another with achieving anything. کسی شے کو حاصل کرنے کیلئے ایک جگہ سے دوسری جگہ گھومتے رہنا **V.Imp**

I have been running from **pillar to post** in search of justice.

235. Sum and substance: gist (خلاصہ) **V.Imp (P.U. 2018)**

Please give me the **sum and substance** of your statement.

236. At sixes and sevens: in disorder (منتشر حالت میں)**V.Imp**

The plates were lying on the table **at sixes and sevens.**

237. Time and tide: (وقت اور جوار بھاٹا) **V.Imp**

Time and tide wait for none.

238. Tooth and nail: with full force (پوری قوت سے) **V.Imp (Sargodha 2014)**

He opposed me **tooth and nail** in this matter.

239. The rank and file: common man (عام آدمی)

Rank (معاشرے کا نمایاں طبقہ، درجے میں بلند) file- (افراد کی قطار، ایک کے پیچھے ایک)

The **rank and file** of the country stood up against the king.

240. Rack and ruin: get into bad condition because of lack of care

The house has gone to **rack and ruin** over the last few years. OR

The country is going to **rack and ruin** under this government.

SET No. III

Phrases that go in pairs (Adjectives)

241. **Black and blue**- covered with bruises (زخم) (blue brown or purple marks on the body)
She was beaten **black and blue** by the police.

242. **(In) black and white:** (a) as absolutely right or wrong, good or bad, with no grades between them (مکمل طور پر حق یا باطل) (b) In written form (تحریری طور پر) V.Imp
(a) It is not a **black and white** issue. **(Gujrat 2008, P.U. 2013)**
(b) Give me your statement in **black and white.**

243. **Cut and dried:** in a ready made form (وضع شدہ)**V.Imp**
There are no **cut and dried** rules for writing an essay.

244. **Fair and square:** just (انصاف پر مبنی) **V.Imp**
We must be **fair and square** in all our dealings.

245. **Few and far between** : very few (بہت کم) **(Sargodha 2010)**
Petrol stations on this motorway are **few and far between.**
His visits to my home are **few and far between.**

246. **Far and wide:** everywhere
His fame as a doctor has spread **far and wide.**

247. **In fits and starts:** not steadily, often starting and stopping (غیر لگاتار، غیر مستقل مزاجی سے)
Do not study your books **in fits and starts. (V.Imp)** **(Gurjat 2009)**

248. **Hale and hearty:** especially of old people; in full health (مکمل صحت کے ساتھ)V.Imp (P.U. 2018)
She was still **hale and hearty** in her nineties.

249. **Hard and fast:** (of rules) that cannot be changed قوانین جنہیں بدلا نہ جا سکے۔ مقررہ
There are no **hard and fast** rules for writing an essay. **(Sargodha 2013, Gujrat 2014)**

250. **High and dry:** in a difficult situation without help (کسمپرسی کی حالت) **V.Imp**
The loss in business left him **high and dry.**

251. **By hook and by crook:** by fair means or fouls (جائز یا ناجائز طریقے سے) **V.Imp**
You must do this work by **hook or by crook.**

252. **High and low:** (search etc for something) in every possible place, everywhere
I have been hunting the lost pen **high and low.**

253. **Hue and cry:** a loud opposition; protest (سخت شور شرابہ، احتجاج) **V.Imp**
The poor people raised a great **hue and cry** over the new taxes.

254. **(by) Leaps and bounds:** speedily (دن دوگنی رات چوگنی) **V.Imp**
Our country is making progress **by leaps and bounds.**

255. **Ins and outs:** the complete details of a plan (اونچ نیچ، نشیب و فراز) **V.Imp**
He alone knows the **inns and outs** of this plan.

256. **With main and might:** with full force (پوری طاقت سے)
He lifted the sack of floor **with main and might.**

257. **In letter and spirit:** completely (مکمل طور پہ) **V.Imp**
Please enforce this security plan **in letter and spirit.**

258. **(the) Long and short:** the basic fact of a situation (کسی معاملے کی بنیادی حقیقت)
The **long and the short** about your paper is that you have failed.

259. **Null and void:** (of a legal agreement) no longer effective or valid (معاہدہ، قانون جو ختم ہو چکا ہو)
The contract was declared **null and void. V.Imp**

260. **Root and branch** : (مکمل طور پہ ختم کرنا) **P.U. 2008, 2009 V.Imp**
We cannot root out corruption from Pakistan **root and branch.**

261. **Odds and ends:** pieces (ٹکڑے)
Please try to pick up the **odds and ends** of this story.

262. **Safe and sound:** safe; not hurt or harmed (بحفاظت) **V.Imp**
The missing child reached home **safe and sound.**

263. **Spick and span:** clean, tidy and fresh (صاف، تازہ، طہارت) **V.Imp**
The nurses look **spick and span** in their white dress in the hospital.

264. **Through thick and thin:** In good and bad times, inspite of difficulties (مشکل حالات کے باوجود)
He stood by me through **thick and thin.** **V.Imp (P.U. 2018)**

265. **Through and through** - completely (مکمل طور پہ)
He is a gentleman **through and through.**

266. **To all intents and purposes:** almost exactly in all important ways (مکمل طور پہ، ہر لحاظ سے)
The two plans are the same **to all intents and purposes.**

267. **Ups and downs:** time of good and bad luck (نشیب و فراز)
I have seen many **ups and downs** of life.

268. **Ways and means** : sources , plans (تدابیر)
The police have various **ways and means** to get information about people.

269. **Wear and tear:** (شکست و ریخت) **V.Imp**
This coat shows signs of **wear and tear.**

SET No. IV

Prepositional and Adverb phrases

270. **At home in** : feeling comfortable and relaxed, as if you are in your own home. (پرسکون)

I am quite **at home in** new business.

271. **Around or round the corner:** very near , soon to happen (قریب، جلد وقوع پذیر ہونے والا واقع)

The new drug for cancer is **round or around the corner.** **V.Imp**

272. **By dint of** : through (کی وجہ سے) **V.Imp P.U. 2015**

He got through the examination **by dint of** hard work.

273. **At a stretch:** (of periods of time) without stopping (لگاتار) **V.Imp**

(Sargodha 2008, P.U. 2011, G.C Faisalabad 2013), (P.U. 2018)

She works at the computer for hours **at a stretch.**

274. **By virtue of** : an account of

He passed the B.A examination **by virtue of** hard work.

275. **Be a by word:** to be well known for a quality (کسی خاص صفت کیلئے مشہور ہونا)

Our political system has become a **by word** for fraud.

276. **For God's sake** : in the name of God

For God's sake, give me a loaf of bread.

277. **For the sake of:** (کی خاطر) **V.Imp (Sargodha 2010)**

Quaid-i-Azam laid down his life **for the sake of** his country.

278. **In accordance with:** according to (کے مطابق)

He refused to work **in accordance with** my orders.

279. **In addition:** besides (کے علاوہ)

Saleem received a pencil **in addition** to a pen.

280. **In consequence of** : as a result of (کے نتیجے کے طور پر)

He will not take the examination **in consequence of** his illness.

281. **In defiance of:** against (کی مخالفت میں) **V.Imp**

He went to Murree **in defiance of** my orders.

282. **In honour of** : (کی تقریب میں یا کے اعزاز میں)

A party was given **in honour of** the Chief guest.

283. **In keeping with:** (کے مطابق) **(Sargodha 2013)**

Your actions are not **in keeping with** your words.

284. In lieu of - instead of (کی بجائے)

We shall get a holiday tomorrow **in lieu of** Sunday.

285. In the light of : the facts stated above (حقائق کی روشنی میں)

He accepted my request for scholarship in **the light of** above discussion.

286. In the nick of time: just in time (عین وقت پر) **V.Imp**

He reached the hospital **in the nick of time.**

287. In quest of : in search of (کی تلاش میں)

The police man is **in quest of** the thief.

288. In spite of (کے باوجود) **(Sargodha 2010) V.Imp**

Inspite of the noise, I kept on studying.

289. In the teeth of : in opposition **V.Imp**

He showed rare courage **in the teeth of** difficulties.

290. On account of - due to (بوجہ)

He could not come **on account of** his illness.

291. On the eve of : at the time of (کے وقت) **V.Imp**

He made a speech **on the eve of** his departure.

292. On touch with: to informed (مطلع ہونا) **P.U. 2008**

I am **on touch with** the happenings in the country.

293. On the verge of : on the brine (کے نزدیک) **V.Imp**

This bank was **on the verge of ruin.**

294. On the whole: considering everything (بحیثیت مجموعی)

On the whole, he is quite good at studies.

295. Owing to : an account of (کی وجہ سے)

Owing to illness, he could not come to college.

296. With reference to: pertaining to (کے بارے میں)

I have nothing to say **with reference to** his character.

SET No. V

Adverbial Phrases

297. **Above all:** before anything else (سب سے بڑھ کر یہ کہ)

Above all, do not be rude to your parents.

298. **All at once:** suddenly (دفعتاً)

All at once, a lion sprang out of the bushes.

299. **All the same:** all one (چنداں فرق نہیں پڑتا)

It is **all the same** to me whether you go there or not.

300. **At all:** not a bit (بالکل نہیں)

You are not working **at all.**

301. **At large:** free (کھلے بندوں پھرنا) **V.Imp P.U. 2015**

The murderer is still **at large.**

302. **At length:** in full (تفصیلاً) **V.Imp**

He related the matter **at length.**

303. **At once:** (فوراً) **V.Imp**

Go to the police station **at once** and report the matter.

304. **At random:** without any aim (بغیر نشانہ لئے) **V.Imp**

You should not do things **at random.**

305. **By and by** : (old fashioned) after a little time, soon (جلدی)

Things will be better **by and by.**

306. **By the by:** by the way (برسبیل تذکرہ)

By the by, what has become of your brother.

307. **By and large:** generally, usually **P.U. 2005**

By and large, rose bushes need lots of care.

308. **Far and near:** (دور و نزدیک)

People came to see the match from **far and near.**

309. **Far and wide:** to distant places (دور دور تک) **V.Imp**

This news has spread **far and wide.**

310. **First and foremost:** above all (سب سے پیشتر)

First and fore most, you should take care of your health.

311. For good: for ever (ہمیشہ کیلئے) **P.U. 2010, Sargodha 2009, Gujrat 2010**

He is leaving this place **for good.**

312. In the long run: at least (آخرکار) **V.Imp**

Kaleem is sure to surpass all **in the long run.**

313. Now and then: off and on (کبھی کبھی)

He calls at my house every **now and then.**

314. Off and on: irregularly (کبھی کبھی) **V.Imp (Sargodha 2010**

By working **off and on,** you cannot hope to pass.

315. Off hand: without any preparation (بغیر کسی تیاری کے) **(P.U. 2018)**

I cannot reply to your letter **off hand.**

316. On the whole:(مجموعی طور پر)

On the whole, he is a good boy.

317. Once and for all: for good (ہمیشہ کیلئے) **V.Imp**

Let us settle this matter **once and for all.**

I have told him **once and for all** that I cannot help him.

318. Out of bounds: outside the boundaries of the playing (کھیل کے میدان کے باہر) **P.U. 2004**

The ball went **out of bounds,** but the referee did not notice. **V.Imp**

319. To and fro : from side to side (ادھر ادھر)

The flowers were swinging **to and fro** in the cold wind.

320. Out and out: completely, every inch (مکمل طور پر) **V.Imp**

Khalid is **out and out** a liar.

SET No. VI

Idioms related with verbs

Alphabetically arranged

A, B

321. **To add fuel to fire/ flames:** do or say something which makes a difficult situation worse (آگ کو ایندھن دکھانا، جلتی پر تیل ڈالنا اور صورت حال کو بگاڑنا) **V.Imp**

His speech to the workers **added fuel to fire** and they went on strike.

322. **To add insult to injury:** hurt the feelings of, harm somebody who has already been harmed (زخموں پر نمک چھڑکنا) **V.Imp**

(a) He insulted me at first and then abused me. In this way, he **added insult to injury.**

(b) The little amount of money offered as compensation for the damage **added insult to injury.**

323. **To be in keep with:** to be in agreement (کے مطابق ہونا)

Your deeds are not in **keeping with** your words.

324. **To be at loss:** to feel puzzled (پریشان ہونا) **V.Imp**

I am at a loss to understand your point of view.

325. **To beat about the bush**: to talk irrelevantly bush (ادھر ادھر کی باتیں کرنا) **V.Imp**

Explanation: The allusion (اشارہ) *is to beating trees and bushes in order to dislodge birds.* (پرندوں کو اپنی جگہ سے ہٹانا)*. Thus we find in Robert Gascoine in the 16th century that he bet about the bush while others caught the birds.*

Do not **beat about the bush,** come to the point.

326. **To bell the cat:** take the danger in the common enterprise (بلی کے گلے میں گھنٹی کون باندھے گا)

Everybody was unhappy with the officer but no one was ready to **bell the cat.** **V.Imp**

327. **To bear the brunt of:** to bear the major loss (زیادہ نقصان برداشت کرنا)

I had **to bear the brunt of** loss in business.

328. **To bid fair:** to promise to be (دکھائی دینا) **bid** (دکھائی دینا)

This boy **bids fair** to be a doctor.

329. **To beggar description:** be too extraordinary to describe (اس کے بیان سے زبان قاصر ہے) **V.Imp**

Explanation: Where one cannot find a word to describe. He becomes a beggar to describe anything.

کسی چیز کے حسن اور خوبی کو بیان کرتے وقت الفاظ کی کمی کا شکار ہونا، یعنی فقیر بن جانا۔

Her beauty **beggars description.**

330. **To blow your own trumpet:** talk proudly about your own achievements and abilities (اپنے منہ میاں مٹھو بننا، اپنی تعریف آپ کرنا)

Explanation: This phrase refers to the custom of announcing important guests by blowing a horn.

(a). I do not like to **blow my own trumpet**, but the office ran much better when I was incharge.

(b). He really is n't very brave, but he is always blowing his own trumpet.

331. To blow hot and cold: keep on changing your opinion about something (رائے بدلتے رہنا، گھڑی میں ماشا اور گھڑی میں تولہ)

Explanation: The allusion (اشارہ) is to a fable of a satyr یونانی دیومالا کی ایک مخلوق جس کے کان اور دم گھوڑے کے ہوتے تھے۔ *Who was angry with a visitor for first blowing on his fingers to warm them and then on his porridge (دلیہ) to cool them.*

She keeps **blowing hot and cold** about her new job.

332. To break the ice: to make a beginning; to break through reserve of stiffness (خاموشی توڑنا)

Explanation: The expression in its primary literal sense meant to break the froze surface of a river , lake for the passage of boats. اپنے ابتدائی مفہوم کے اعتبار سے اس **Idiom** کا مطلب ہے کہ دریا کی منجمد سطح کو توڑنا تاکہ اس کے راستے سے کشتیاں آسانی سے گزر سکیں۔

All were sitting silent in the meeting. At last, I **broke the ice.**

333. To break the news: (to some one) to tell some one some important news, usually bad news. (خبر سنانا، خاص طور پر بری خبر سنانا) **V.Imp**

The doctor had to **break the news** to Salma about her husband's cancer.

334. To breath one's last: to die (آخری سانس لینا) **V.Imp**

The old man **breathed his last** this morning.

335. To bridge over: to settle the difference (اختلاف ختم کرنا)

Let us **bridge over,** the differences and be friends again.

336. To bring to book: to punish (سرزنش کرنا) **V.Imp (Gujrat 2014 Group-I)**

The servant was **brought to book** for his dishonesty.

337. To bring home: to convince (قائل کرنا، سمجھانا)

This film **brought home** the tragedy of the poor to many people.

338. To bring to light: to reveal (ظاہر کرنا) **V.Imp**

The mystery of his murder (قتل کا راز) was **brought to light** by the police.

339. To bridle one's tongue: to become silent (زبان کو لگام دینا)

a. I tried to **bridle my tongue** before my parents with great difficulty.

b. Please, **bridle you tongue** and be civil with me.

340. To burn one's fingers: to get into trouble (تکلیف محسوس کرنا) **V.Imp**

You will **burn your fingers** if you try to help this rogue. (بدمعاش)

341. To burn the candle at both ends: make yourself very tired by doing too m especially by going to bed late and getting up early (کرکے صحت خراب کرنا، فضول خرچی کرنا)

Explanation: Candle is used to give light and energy. This idiom is used when a person steadily over taxes his energies so as to ruin his health.

He looks to be exhausted. It seems he has been **burning the candle at both ends.**

342. **To burn one's boats:** to have no means to go back on a decision (کشتیاں جلا دینا، واپسی کے تمام راستے بند کر دینا)

I cannot take back my resignation (استعفیٰ) as I have **burned all my boats.**

343. **To burn the midnight oil:** to work hard **V.Imp (Gujrat 2009)**

Explanation: This idiom, at one time popular is now rare when oil lamps are not much used.

He **burned the mid night** oil near the examination and came first.

344. **To bury the hatchet:** to make an end of enmity (دشمنی ختم کرنا) hatchet (چھوٹے دستے کی کلہاڑی) **(P.U. 2016)**

Explanation: The hatchet referred to in phrase, was a weapon used by North American Indians. When tribes of these people who had been at war, made peace, it was a custom among them that their leaders should sit down together and all smoked in turn from the same pipe, called the pipe of peace. They then used to bury their hatchets and other weapons of war.

Hatchet۔ چھوٹی کلہاڑی کو نارتھ امریکن انڈینز جنگ کے لئے استعمال کرتے تھے لیکن امن کرتے وقت وہ اکٹھے بیٹھتے۔ ایک ہی پائپ سے سگریٹ پیتے اور بعد ازاں وہ ان کلہاڑیوں کو دفن کر دیتے تھے۔

Let us **bury the hatchet** and be friends again.

C

345. **Call God to witness:** to declare solemnly (حلف اٹھانا) **P.U. 2003**

He **called God to witness** in the court and proved himself innocent. (بے گناہ)

346. **To call into question** : to express suspicion about something (شک و شبہ کا اظہار کرنا)

They **called** the whole project **into question. (Sargodha 2014, Gujrat 2014, 2015)**

347. **To call spade a spade:** to speak plainly , To call something by its right name

Well, I believe it's time **to call a spade a spade.** **V.Imp**

You will be offended (ناراض ہونا) if I **call a spade a spade.**

348. **To call somebody:** to call a person unpleasant names OR insulting names (کسی کو برے ناموں سے پکارنا)

Mummy, Saleem is **calling** me names again.

349. **To call the shots:** the tune- be in control; to decide (کنٹرول کرنا، فیصلہ کرنا) **V.Imp**

Who **calls the shots** in your home, you or your wife?

350. **To carry the day:** to win (جیتنا) **V.Imp**

Our cricket team **carried the day** in the World Cup.

351. To carry weight: to have importance (اہمیت رکھنا) **P.U. 2005 V.Imp**

Your arguments do not **carry weight** in this matter.

352. To cast a spell on : to bewitch (سحر زدہ کرنا) **V.Imp**

Her beauty seems **to cast a spell on** everybody.

353. Catch (some one red handed: The police caught the thief red handed.

> The reference is to finding a murderer with blood still on his hand.
>
> Aslam was **caught red handed** breaking into the house.

354. To catch at a straw: when in extreme danger, one may avail the slightest chance of rescue. **straw** (تنکا) **V.Imp**

A drowning man **catches at a straw.**

355. To come to blows: to fight or quarrel about something (لڑنا، ہاتھا پائی پر اتر آنا)

Yes, they are n't the kind of people who **come to blows.**

From hot words, they **came to blows.**

356. To come to grief: to have trouble or grief (غمزدہ ہونا) **V.Imp**

The wedding party **came to grief** when the bride (دلہن) passed out.

357. To come to light: to become known, to be discovered (انکشاف ہونا)

Many secret facts about his death **came to light.**

358. To come to terms: to agree (متفق ہونا) **V.Imp**

I cannot **come to terms** with my wife on this issue.

359. To come to a head: to come to a crucial point, to come to a point when a problem must be solved (مکمل ہونے کے قریب)

As soon as their plan to bomb the city **came to a head,** they were arrested.

360. To come a pretty pass: to develop into a bad, unfortunate or difficult situation

نوبت بایں جا رسید۔ بری صورت حال تک پہنچنا

Things have **come to a pretty pass** when people have to beg in the streets.

361. Come to a stand still: to stop temporarily or permanently (عارضی طور پر مستقل طور پر بند ہونا)

The building project **came to a stand still** for shortage of funds. **V.Imp**

362. To cry wolf - to give whining of an imajinary (شور مچانا)

Nobody came to help him as he was in the habit of **crying wolf.**

> ***Explanation:*** *The idiom comes from the fable of shepherd by who called 'wolf' so often in order to tease that his neighbours in the end ignored his real call for help.*
>
> Idiom میں اس گڈریے کے لڑکے کی کہانی کی طرف اشارہ ہے۔ جو لوگوں کو ستانے کیلئے بھیڑیا آیا۔ بھیڑیا آیا کا شور کرتا تھا لیکن وہاں کوئی
>
> بھیڑیا نہیں ہوتا تھا۔ لوگوں نے اس کی بات کا یقین بند کر دیا۔ جب اصل بھیڑیا آیا تو کوئی بھی مدد کیلئے نہ آیا۔

363. Come to an end: to stop (ختم ہونا)

The party **came to an end** at midnight.

364. To crow over- boast (شیخی مارنا) **V.Imp**
He **crowed over** winning the first prize in the cricket match.

365. **To compare notes:** to exchange ideas and opinions (خیالات کا تبادلہ) **P.U. 2010 V.Imp**
Let us compare notes on the system of examination in Pakistan.

366. Cut **some one to quick:** to hurt someone's feelings very badly **V.Imp**
Quick: is the tender flesh at the base of finger and toe nails (انگلی اور پاؤں کے انگوٹھے کے ناخن کا حساس گوشت)
Your criticism (تنقید) **cut me to the quick. (P.U. 2013, G.C Faisalabad 2013)**

367. To **cut a sorry figure:** to make oneself ridiculous (ناکام ہونا، شرمندہ ہونا) **V.Imp**
She **cut a sorry figure** in the presence of her ugly husband.

D

368. To die in harness: to continue in one's occupation until one's death. مرتے دم تک مصروف رہنا
Quaid-i-Azam **died in harness. (Sargodha 2010, P.U. 2013, G.C Faisalabad 2013)**

369. To do away with: to make an end of something or some one (کسی شے یا شخص کو ختم کرنا) V.Imp
Let us **do away with** this evil custom. **(Sargodha 2012)**

370. To do the **trick:** to do what is needed in order to achieve something (ضرورت پوری کرنا)
The key **did the trick** and the door was opened.

371. To **dash to ground:** to fail (ناکام ہونا) **dash** - to run fast **P.U. 2007**
All his plans to earn money were **dashed to the ground.**

372. To **deliver the goods** : to do what you are expected (توقع کے مطابق کارکردگی دکھانا) OR have promised to do **(Gujrat 2015)**
He cannot **deliver the goods** to the department for being a dishonest officer.

373. **To eat one's words:** to have to take back one's statements to confess that one's predictions were wrong (کچھ کہہ کر مکر جانا) **P.U. 2003 , Sargodha 2009 V.Imp**
(a) I am going to make you **eat your words.**
(b) He has to **eat his words** about the future of democracy in Pakistan.

Explanation: The image is that of a person, out of whose mouth the given words have gone, recovering, chewing and swallowing them.

374. **To drop a line:** to write a letter or not to some one **P.U. 2007** **V.Imp**
I **dropped** Aunt Salma **a line** last week.

375. **To eat a humble pie:** to yield to a very humiliating position (ذلت آمیز طریقے سے ہار ماننا)
humble pie- (ڈبل روٹی کی دو تہوں کے درمیان قیمہ، مچھلی یا پھل وغیرہ رکھ کر تیار شدہ ڈش) **V.Imp**

Explanation: humble pie is thought to be a less prized part of an animal, usually a deer, which was made into a pie for the huntsmen and other retainers who sat at the lower end of the table.
ہرن یا اسی طرح کے کسی جانور کے گوشت کے گھٹیا ٹکڑے سے تیار شدہ ڈش جو شکاریوں یا نوکروں کیلئے مخصوص ہوتی ہے۔

At last the proud Indian Army had to **eat a humble pie** in the 1965 War.

376. **To egg (some one) on:** to urge (some one) to do something (کوئی کام کرنے پر اکسانا) **V.Imp**

He **egged on** his friend to steal the radio.

377. **To end in smoke-** to fail (رائیگاں جانا) **(Sargodha 2014)**

All his efforts to start a new business **ended in smoke.**

378. **To end in fiasco:** to end in confusion (انتشار پر اختتام) **fiasco-** (موسیقی کا مضحکہ خیز طور پر ناکام رہنا)

The debate **ended in fiasco.**

379. **To be equal to some one or something:** able to hand or deal with someone or something (کسی مسئلے یا کسی شخص کے ہم پلہ ہونا) **V.Imp (P.U. 2010, 2011, Sargodha 2009)**

This is a very difficult task, but the new officer is **equal to** it.

380(a). **To face the music:** accept the difficulties; criticism and unpleasant results that your words or actions may cause. کسی ناخوشگوار یا مشکل صورت حال سے دوچار ہونا **V.Imp**

(P.U., 2012, Sargodha 2009, 2010, 2011, G.C Faisalabad 2013)

Explanation: This idiom might come from the days when if a soldier was dismissed from his regiment, he was drummed out, which meant that the reasons for his dismissal were read out in front of the whole group while someone beat the drums.

He has been cheating the public for years and now **it's time for him to face the music.**

380(b). **To fight shy of** : shy (شرمیلا) Carefully avoid a person.

She **fights shy of** her relatives.

381. **To fight tooth and nail:** to fight persistently (جنگ لڑنا) **V.Imp**

We should fight **tooth and nail** for our rights.

382. **To fall back upon:** to have recourse to (سہارا لینا)

You must have some money to **fall back upon** your adversity (غربت).

383. **To fall flat:** to produce no effect (بے اثر ہونا) **V.Imp (P.U. 2018)**

My advice **fell flat** on his ears.

384. **To fall a prey to** : to be victim of (شکار ہونا) **V.Imp**

He **fell a prey to** the evil plans of the rulers.

385. **Fall foul of** : (somebody or something) do something which gets you into trouble (مصیبت مول لینا) **P.U. 2000 V.Imp**

a. He has **fallen foul of** the police more than once.

b. They **fell foul of** the law by not paying taxes.

386. **To find fault with:** look for faults or mistakes in some person OR something (نقص نکالنا)

Do not **find fault with** your elders. **V.Imp (Gujrat 2015 Group-I)**

387. **To fall out with:** to stop friendly with some one (لڑنا) **V.Imp**

He **fell out with** me for nothing.

388. **To feather one's nest:** become rich by unfair means (ناجائز ذرائع سے پیسہ کمانا)

Explanation: The illusion is to birds lining their nests with feathers (پروں) *they collect from the ground.*(پرندوں کا زمین پر بکھرے ہوئے پر اکٹھے کرنا)

In the previous regime (حکومت) most of our dishonest leaders **feathered their nest** and became rich.

389. **To fish in troubled water:** to profit by general disturbance (دوسروں کی مصیبت سے فائدہ اٹھانا)

Our politicians **fish in troubled waters** when the country is in difficulty.

390. **To flog a dead horse:** to try to continue discussing or arousing interest in something that is of no interest. (کسی بحث شدہ بات پر مزید بحث کرنا) V.Imp

We have already discussed this problem thrice. Please do not **flog a dead horse.**

391. **To follow suit:** to imitate (نقش قدم پر چلنا) Suit- to agree **(P.U. 2010, 2011, Gujrat 2015) V.Imp**

(a) One of the oil companies increased the price of petrol; the others are expected to **follow suit.**

(b) He went to bed and I followed suit after a few minutes.

Note: If you follow suit in card games, you play a card of the same suit (either hearts, clubs, diamonds or spades) that has just been played.

G

392. **Gain ground:** of soldiers - move forward in a battle (جنگ میں پیش قدمی کرنا)

Our army soon began to gain against the Indian army in the battlefield. (of an idea or development)

Pakistan is **gaining ground** in the field of atomic energy.

393. **Get at the bottom of :** to understand a thing completely (تہہ تک پہنچنا) P.U. 2006

Try to **get at the bottom of** India's policy of no war with Pakistan.

394. **To get rid of :** to be free from **(Sargodha 2010) V.Imp**

i. I'll be happy when I **get rid of** my old car.

ii. At last, we **got rid of** rats from our house.

395. **To get into scrape:** to get into trouble (مشکل میں پھنسنا) P.U. 2007, 2011, G.C, Faisalabad 2013)

If you do not mend your ways, you will **get into scrape.**

396. **To get wind of:** to hear about something; to receive information (کسی چیز یا شے کے بارے میں معلوم ہونا)

I just **got wind of** the job vacancy and have applied for it. **V.Imp**

397. **To give oneself airs:** to act in a conceited or superior way (شیخی مارنا، اپنے آپ کو برتر سمجھنا)

Razia is always **giving herself airs.** about her royal blood. **V.Imp**

398. **To give a bit of one's mind:** to take to task (سرزنش کرنا) **V.Imp**

The master **gave a bit of his mind** to the servant for his neglect of duty.

399. **To give an account of oneself:** to make a good performance (اچھی کارکردگی کا ثبوت دینا)

He **gave a good account of himself** in the examination and stood fast.

400. **To give ear to:** pay heed to (توجہ دینا)

You must **give ear to** your elders advice.

401. **To give up the ghost:** to die (مرنا) **(P.U. 2013, G.C, Faisalabad 2013)**

The old man **gave up the ghost** after having a prolonged (طویل) illness.

402. **To give the devil his due:** to give your foe proper credit (for something) **V.Imp (P.U. 2013)**

دشمن کے ساتھ بھی انصاف کرنا چاہیے۔ یعنی اگر اس میں کوئی خوبی ہے تو اس کا اسے Credit دینا چاہیے۔

Saleem is a notorious drunkard, but **give the devil his due.** He is very honest.

403. **To give vent to** : (something) to express anger (غصے کا اظہار کرنا) **V.Imp**

('the something' is usually anger, ire, irritation **(ناراضگی)**

Saleem **gave vent to** his anger by shouting at Nasreen.

404. **To give one a wide berth:** to keep at a distance (فاصلے پر رکھنا) **V.Imp**

berth- literally , is a nautical term (بحری جہاز سے متعلق فاصلے پر رکھنا) for convenient sea room for a ship to move or swing at anchor. (برتھ عام طور پر جہاز کے وسیع کمرے کو کہتے ہیں)

He **gave a wide berth** to his selfish friends.

405. **Give one the sack:** to dismiss (برطرف کرنا)

The master **gave his servant** the sack.

406. **To go back on one's word:** to break a promise one has made (مکر جانا، الفاظ واپس لینا)

Do not **go back on your words**. You will be known as a liar.

407. **To grease the palms of a person:** to bribe a person (رشوت دینا) **V.Imp**

grease- (چکناہٹ سے تر بتر ہونا) **palm** (ہتھیلی)

He **greased the palms of** the policeman and won his favour.

408. **To go to dogs:** to be ruined (تباہ ہونا) **(Gujrat 2008)**

He took to drinking and **went to dogs** in no time.

409. **To go to the walls:** to be defeated in business

Several small business firms **went to the wall** last year.

410. **To go on fool's errand:** to go on - a foolish useless expedition (ناکام مہم) **errand** تھوڑی دور کا پھیرا

He searched his lost child without the police help. It was **a fool's errand.**

411. **To gird up ones loins:** ready for action (کمر کس لینا) **gird up** (ڈوری وغیرہ سے کسنا) **loins** (کمر)

Explanation: *In the Bible, to gird up your loins meant to pick up your robe and tie it about your waist so that you could run or move much more quickly*

The teacher advised the students to **gird up their loins** near the examination and study late at night.

412. **To go down the drain:** to be wasted and gone for ever (ہمیشہ کیلئے ضائع کر دینا)

The money collected as taxes by the Govt. **goes down the drain** owing to corrupt corruption.

413. To go **hand in hand:** to accompany each other (ساتھ ساتھ چلنا) **V.Imp**

Rights and duties **go hand in hand.**

414. **To hammer out a plan:** to decide on an agreement after much discussion (بحث کے بعد تجویز سوچنا)

Let India and Pakistan **hammer out a plan** to solve the water crisis.

415. **To have an axe to grind:** to be trying to gain pesonal profit or advantage (ذاتی مفاد) اپنا الو سیدھا کرنا **axe-** کلہاڑا **grind** (پیسنا، ریزہ ریزہ کرنا) **V.Imp**

Explanation: ***The phrase is based on a story told by Benjamin Franklin (1706-90) of how when he was a boy, man praised a grindstone in his fathers yard; asked him to show how it worked and as Franklin turned the wheel, sharpened on it an axe of his own.***

بنجمن فرینکلن سے یہ روایت ہے کہ جب وہ چھوٹا سا لڑکا تھا۔ اس کے باپ کے پاس کوئی شخص آیا اس نے اس کے باپ کے آلات تیز کرنے والی (چکی کے پاٹ کی) تعریف کی۔ اور اسے چلانے کو کہا۔ جب فرینکلن بنجمن نے پہیے کو گھمایا تو اس نے اپنے کلہاڑے کو اس پر رکھ کر تیز کر لیا۔

Every one in Pakistan has his **own axe to grind.**

416. **To have cold feet:** to be nervous or frightened (خوفزدہ ہونا) **V.Imp**

کسی خوفناک شے کو دیکھ کر انسان کا اعصابی نظام متاثر ہوتا ہے۔ اس کے پاؤں ٹھنڈے ہو جاتے ہیں۔

He **had cold feet** at the sight of a snake. (سانپ)

417. **To have a fly in one's one's bonnet:** to be slightly out of wits, to be mentally disturbed (ذہنی طور پر پریشان ہونا) **bonnet-** (زنانہ یا بچوں کی ٹوپی جس کا تسمہ ٹھوڑی کے نیچے اٹکایا جاتا ہے۔ حاشیہ دار کنٹوپ)

Explanation: ***Such a state is compared to that of a person in the hair of whose head, under his cap or hat, there is a bee that makes a continual buzzing.***

کسی کی ٹوپی، بال یا ہیٹ میں اگر شہد کی مکھی پھنس جائے اور لگاتار بھنبھناہٹ جاری رکھے۔ اس پریشانی کو ظاہر کرنے کیلئے یہ محاورہ بولا جاتا ہے۔

His broken speech in the function shows as if he **had a fly or bee in his bonnet.**

418. **To have a finger in the pie:** to take part in a matter (کسی معاملے میں دلچسپی لینا) **V.Imp**

pie- (پیسٹری کی دو تہوں کے درمیان قیمہ، مچھلی یا پھل وغیرہ بھر کر تیار کی ہوئی ڈش) **(Gujrat 2011)**

You **have a finger in the pie,** therefore, you are responsible for this wonderful act.

OR

- to be involved in everything that happens (دخل در معقولات، ہر معاملے میں ٹانگ اڑانا)

Mrs. Jones likes to have a **finger in every pie** in the village.

419. **To have other fish to fry:** to have other important business to attend (دوسرے کاموں کی طرف توجہ دینا)

I cannot look after your children as I **have other fish to fry.**

420. **To hang in the balance:** to be undecided (فیصلہ نہ ہونا) **V.Imp**

The fate of Kashmir **hangs in the balance.**

421. To hang fire: to delay or to be delayed (کام میں دیر کرنا یا ہونا)

Our plans for the new factory are **hanging fire** at the moment.

422. To harp on something- keep on talking or talk too much (کسی مضمون کو بہت طول دینا) **V.Imp**

She keeps **harping on** his faults.

423. To hit the nail on the head: to speak to the point (صحیح صحیح بات کرنا) nail- کیل

> *Explanation: When one wants to drive a nail into wood, the proper part of a nail is to strike the head. The phrase has come figuratively to mean to do or say the right thing.* (کیل پر صحیح ضرب لگانا)

You have spotted (نشاندہی کرنا) the flaw. May you **hit the nail on the head.**

424. Hold a brief for: to give argument in favour (وکالت کرنا، ترجمانی کرنا) **V.Imp**

I **hold no brief** for the students who cheat in the examination.

425. To hold in contempt : to hate (نفرت کرنا)

Do not **hold** the poor **in contempt.**

426. To hold in check: to control (روکنا، باز رکھنا)

In order to make your children good citizens, You should **hold them in check.**

427. To hold one's ground: to resist (ڈٹے رہنا)

Our army **held its ground** against the Indian army in 1965 war.

428. Hold water: to be effective (موثر ہونا) **V.Imp**

> *Explanation: This expression is generally used negatively with reference to a scheme or argument that is regarded as not sound or practicable. The allusion* (اشارہ) *is to a receptacle* (برتن) *that leaks.* (ٹپکتا ہے)
>
> ٹپکتے ہوئے برتن میں میں پانی کو سنبھالنا مشکل ہوتا ہے اسی طرح کسی سکیم یا پروگرام میں اس **Idiom** کو استعمال کیا جاتا ہے۔ جو قابل عمل نہ ہو۔

Your arguments (دلائل) do not **hold water** here.

429. To iron out difficulties: to remove difficulties by friendly discussion (دوستانہ طور پر مشکلات دور کرنا)

Let India and Pakistan **iron out their difficulties** over the Kashmir problem.

430. To keep abreast of : to keep informed about something (مطلع رہنا) **V.Imp**

I try to **keep abreast of** foreign events. **(Gujrat 2013)**

431. Keep at arm's length: to avoid (پرے رکھنا)

Try to **keep** the anti Pakistan elements **at arm's length.**

432. Keep up appearances: to maintain the outward show or appearance (دکھاوا، ظاہری حالت)

It is very difficult for the poor to **keep up appearances.** **V.Imp** **(Gujrat 2008)**

433. To keep body and soul together: to escape hunger (جسم و جان کا رشتہ قائم رکھنا)

It is very difficult for the poor people in Pakistan to **keep their body and soul together** now-a-days.

434. **To keep an eye on:** to watch carefully (نگرانی کرنا)

You should **keep an eye on** your enemy.

435. **To keep one's fingers crossed:** to hope that something will happen the way you want (توقع کے مطابق کسی شے کا وقوع پذیر ہونا) OR hope for good luck (refrence is to some old superstition

I am **keeping my fingers crossed** and hope to get the job applied for.

436. **To keep one's hair on:** to keep cool (غصے کو کنٹرول میں رکھنا)

I cannot **keep my hair on** when someone insults me.

437. **To keep one's head above water:** succeed in living with in one's income **V.Imp** (بغیر قرض کے کام چلانا، زیادہ پیسہ نہ کمانا)

The firm is barely (بمشکل) **keeping its head above water.**

438. **To keep an open house:** to entertain all comers (سب کی خاطر تواضع کرنا) **V.Imp**

He is a generous man and **keeps an open house. P.U. 2009**

439. **To keep the wolf from the door:** make sure that you have enough money to pay for the basic things like food, rent, heating etc.
(غربت کو پرے رکھنا، بنیادی اشیاء ضرورت کو خریدنے کیلئے رقم ہونا) **(Gujrat 2015)**

Their wages are just enough **to keep the wolf from** the door. **V.Imp**

440. **To kick the bucket:** to die (used humorously) **(Gujrat 2009, P.U. 2014)**

Maria **kicked the bucket** soon after her marriage as she had heart attack.

441. **To laugh to scorn:** to hold up to ridicule (تضحیک کا نشانہ بنانا) **scorn** (نفرت)

He **laughed** all my suggestions **to scorn.**

442. **To laugh in one's sleeves:** to laugh at a person secretly (کھسیانی ہنسی ہنسنا)

While he was addressing the meeting, his subordinates were **laughing in the** sleeves at his foolish expression.

443. **To lead somebody astray:** encourage some one to behave in a silly and criminal way (گمراہ کرنا)

The political leaders lead astray the public on national issues.

444. **Lead by the nose:** to make (a person) do whatever one wants (اپنے اشاروں پر چلانا)
(Sargodha 2008)

Explanation: The allusion (اشارہ) is to bulls and bears, which are led by a strap or rope coming from a ring through their noses (بھینسے کی ناک میں رسی ڈال کر چلانا)

She leads her husband **by the nose.**

445. **To learn by rote:** to learn by memory (زبانی یاد کرنا، رٹا لگانا)

Please, do not **learn** this lesson **by rote.**

446. **To leave one in the lurch:** to leave one in time of difficulty (مصیبت میں چھوڑنا)
(Sargodha 2010)

Lurch- a sudden movement forwards or sideway usually made because you cannot control your body (لڑکھڑاہٹ).

Her husband **left** her **in the lurch** and now she is leading a miserable life.

447. **To leave the beaten track** : to do something uncommon (غیر روایتی کام کرنا)

He advised us to **leave the beaten track** and do something new.

448. **To leave no stone unturned:** make a thorough search (پوری طرح کھوج لگانا)

The police **left no stone unturned** to find the murderer.

449. **To lend a hand:** to help (مدد کرنا)

He **lent me a hand** in my time of hardship.

450. **To let down:** to fail a friend in need (کسی دوست کو ضرورت کے وقت مایوس کرنا)

I will not **let you down** in the presence of your boss.

451. **To let the cat out of bag:** to reveal a secret (تھیلی سے بلی نکالنا، راز افشاء کرنا)

> *Explanation:* Formerly country folk going to market would sometime put a cat in a bag. They showed that it was a sucking pig. They hoped to pose that the buyer would take it as a pig. If the intending buyer opened the bag, the trick was disclosed.
> ماضی میں لوگ بلی کو تھیلے میں ڈال کر مارکیٹ میں جا کر اسے سؤر بنا کر بیچنے کی کوشش کرتے تھے۔ اگر خریدار تھیلے کو دیکھ لیتا تو بیچنے والے کا راز فاش ہو جاتا۔

(a) He **let the cat out of the bag** by saying that his boss murried a young actress.

(b) We tried to keep the party a surprise for my mother, but my sister let the cat out of bag.

452. **To lick the dust:** to be humiliated (ذلت محسوس کرنا) lick (چاٹنا) **V.Imp**

The Indian army had **to lick the dust** in the 1965 war against Pakistan.

453. **Look ahead:** to think what will happen in future (مستقبل میں وقوع پذیر ہونے والے واقعات کا اندازہ لگانا)

A wise man always **looks ahead** to his circumstances. **V.Imp**

454. **To look blank:** to be seen puzzled (پریشان دکھائی دینا) **(Gujrat 2008, V.Imp)**

He **looked blank** when he received orders of his (نفرت کرنا) dismissal from his job.

455. **Look down upon:** hate (نفرت کرنا) **P.U. 2003**

Do not **look down upon** the poor.

456. **Look forward:** to await eagerly (بے تابی سے منتظر رہنا) **V.Imp**

I am **looking forward** to your meeting with me.

457. **Look sharp:** to hurry (جلدی کرنا) **V.Imp**

Bring me the books and **look sharp** about it.

458. **Look before you leap** : take care before acting (دیکھ بھال کرنا)

Do not sign the new agreement. You should **look before you leap.**

459. **Live upto:** to try to reach a certain standard (اصولوں پر قائم رہنا) **V.Imp**

This school **lives up to** its traditions.

460. **To look a gift horse in the mouth:** (نقص نکالنا) **P.U. 2015**

to examine a gift critically (تحفے میں نقص نکالنا)

Explanation: The expression is always used figuratively. A horse's age is judged by the condition of its teeth.

The washing machine which we received as gift did not work well, but we should not **look a gift horse in the mouth.**

461. **Lose heart:** to be discouraged (مایوس ہونا)

Do not **lose heart** at your failure in love.

462. **Lose one's head**: become confused or excited (جوش میں آنا)

The teacher **lost his head** at his insult and slapped the boy.

463. **Lose one's temper:** to get infuriated (غصے میں آنا)

The police **lost his temper** at his disobedience and punished the motor cyclist.

M

464. **To make one's mark:** become famous because you are very good at something (نمایاں کرنا)

He is an actor who has **made his mark** in comedy films.

465. **To make amends for:** to render compensation (تلافی کرنا)

I have come to you to **make amends** for my misconduct.

466. **To make away with:** to kill (قتل کرنا) **V.Imp**

The landlord **made away with** the life of his servant.

467. **To make no bones about:** have no hesitation about doing or saying something (بلا تامل کہنا یا کرنا) **V.Imp**

Explanation: The allusion may have been to a person who pays no attention to any bones he comes across in a soup he is drinking but he swallows every thing i.e. causing to be and so "leaving no bones in the bowl.

ایسے آدمی کی طرف اشارہ ہے جو شوربے میں ہڈیوں سمیت سب کچھ کھا پی جاتا ہے۔ اور پیالے میں ہڈیوں سمیت کچھ نہیں بچتا۔

He **makes no bones about** having his hand in this conspiracy (سازش).

468. **To make a bee line for:** to take the most direct way to go immediately

After the school break, all the children **make a bee line** to their homes.

469. **To make a clean breast:** to confess one's guilt. (جرم کا اعتراف) breast - (سینہ چھاتی) **V.Imp** (P.U. 2018)

He **made a clean breast** of his guilt before the judge.

(Sargodha 2010)

470. **To make both ends meet:** to spend a hard life.
A worker in Pakistan hardly **makes both ends meet** now-a-days.

paw — پنجہ

471. **To make a cat's paw:** to use as a tool (آلۂ کار بنانا)
He **made a cat's paw** of you to achieve his end.

472. **To make a face:** to jeer at some one (نقلیں اتارنا)
Mother, Razia **made a face** at me. OR
He **made a face** at me to humble me before the teacher.

473. **To make the flesh creep:** to frighten (خوفزدہ کرنا) creep (سرسراہٹ محسوس کرنا) flesh (گوشت)
The horrible incidents of the story **made the flesh** of every **one creep.**

474. **To make headway:** to make progress **V.Imp**
Pakistan is **making headway** in every field of life.

475. **To make neither head nor tail:** not to understand a thing (کچھ پلے نہ پڑنا)
I can **make neither head nor tail** of your story.

476. **Make a mess** : (of some thing) to do somthing badly (بگاڑ پیدا کرنا) **P.U. 2010 V.Imp**
You have **made a mess** of your life.

477. **Make a mountain out of a mole hill:** make a major issue out of a minor one بات کا بتنگڑ
mole hill (بل کھودنے سے بنا ہوا مٹی کا ڈھیر یا تودہ)
Come on, do not **make a mountain out of a mole hill.** It is not that important.

478. **To make up one's mind:** to decide once for all (مصمم ارادہ کرنا) **V.Imp**
I have **made up mind** to appear in the B.A examination this year.

479. **Mince matters:** use polite expression to soften condemnation (نرم بات کرنا) **minced** (قیمہ بنانا)
The allusion (اشارہ) is to making tough meat more tender or digestible (زود ہضم) by mincing it.
Tell him his fault in the meeting; do not **mince matters** with him.

480. **To mind one's own business:** attend to one's work (کام سے کام رکھنا)
Please **mind your own business;** do not interfere with him.

481. **Monkey with:** to do mischief or trick with a thing (شرارت کرنا) **P.U. 2015 V.Imp**
Please do not **monkey with** my new T.V. set.

482. **Mark time:** to follow a police of inaction (وقت گزارنا) **V.Imp**
The present rulers of Pakistan are simply **marking time** and doing nothing for the poor masses.

483. **To marshal the facts:** to arrange in due order (حقائق کو ترتیب سے لگانا)
Please **marshal the facts** about the rights of women.

484. **To move heaven and earth:** to struggle utmost (پوری کوشش کرنا) **(Sargodha 2012)**
He **moved heaven and earth** to pass the C.S.S examination.

485. **To make a virtue of necessity:** to pretend to do willingly that which cannot be avoided (موقع سے فائدہ اٹھانا) **V.Imp**
As he was going to be dismissed, he **made a virtue of necessity** and resigned.

486. **To nip something in the bud:** to destroy in the early stages of growth V.Imp
کسی تنظیم یا شے کو پنپنے کا موقع دیے بغیر کچل دینا
Bud کلی، شگوفہ، آدھ کھلا پھول nip چٹکی بھرنا، مروڑنا

You should try to **nip this evil in the bud.**

487. **To pass away** - die (مرجانا) **V.Imp (Sargodha 2008)**

His father **passed away** last night.

488. **To pay one in one's own coin:** tit for tat (جیسے کو تیسا، ادلے کا بدلہ)

He abused me in the presence of friends. I **paid him in the same coin.**

489. **To pay lip service to:** to serve insincerely (دکھاوے کا خلوص)

Most of our officers **pay lip service to** their jobs.

490. **To pay off old scores:** take revenge of old grievances (بدلہ چکانا)

He killed his enemy and in this way **paid off his old scores.**

491. **To pay through the nose:** to pay a lot for something (حد سے زیادہ قیمت ادا کرنا) **V.Imp**

You will have **to pay through the nose** for all your misdeeds. OR

If you want a really good car, you have to **pay through the nose** for it.

492. **To play ducks and drakes:** to spend lavishly (فضول خرچی کرنا) , ducks and drakes (موتی مقاب)

Explanation: *In its primary use, the expression is to throw stones into water so that they may skim over the surface with a bouncing motion.* (بات کا بے اثر رہنا جیسا چکنے گھڑے پر پانی)
In its figurative use a person squandering away (دولت ضائع کرنا) *money is regarded as throwing it about recklessly* (لاپرواہی) *for mere amusement.*

He is **playing ducks and drakes** with the wealth of his deceased father. (مرحوم باپ)

493. **To play one's last trump card:** to put most effort to do a thing (آخری کوشش کرنا)

He **played his last trump** card to get the job. **(Gujrat 2014)**

494. **To play the second fiddle:** To be in the subordinate role (ماتحتی میں کام کرنا)
Fiddle- (تاروں سے بجایا جانے والا ساز)

He is a yes man to his officer. He always **plays the second fiddle.**

495. **To play an underhand game:** to make plot (سازش کرنا)

Do not **play an underhand game** with your new friends.

496. **To play havoc with:** to cause a lot of damage to something- to ruin something (تباہی مچانا)

The rain **played havoc with** our garden party arrangements.

497. **To play truant** : to leave study (پڑھائی وغیرہ سے بھاگنا) **V.Imp (Sargodha 2010)**

Many careless students **play truant** from the class.

498. **To pocket an insult:** to bear insult (برداشت کرنا) **V.Imp**

He abused me in the presence of my teacher and I had to **pocket the unsult.**

499. **To poke one's nose:** to interfere poke (ہاتھ یا چھڑی سے اندر دھکیلنا) **V.Imp**

You are quite young; do not **poke your nose** into my affair.

500. **To poke fun at:** to ridicule (مذاق اڑانا)

Do not **poke fun at** your teachers.

501. **To put two and two together:** to draw a conclusion from certain circumstances (صحیح نتیجہ اخذ کرنا) V.Imp

I **put two and two together** and concluded that he could help me.

502. **To put or lay heads together:** to consult together (آپس میں مشورہ کرنا)

If we **put or lay heads together,** we shall be able to find a way out of this difficulty.

503. **To poison one's ears:** to report against someone (کان بھرنا) **V.Imp (Gurjat 2008)**

His step mother **poisoned his ears** against his wife.

504. **To pour oil on troubled waters:** to say or do something to smooth an angry person or situation (فتنہ وغیرہ ٹھنڈا کرنا)

His soft words **poured oil on troubled waters** and all the angry workers became calm and peaceful.

505. **To pull a long face-** to look serious or solemn (خفگی کا اظہار) **V.Imp**

He **pulled a long face** at his insult in the meeting.

506. **To pull the strings:** control others action (اشاروں پر چلانا)

It was his father who **pulled the strings** and he got a victory.

507. **To pull one's leg:** to play a joke upon (کسی کی ٹانگ کھینچنا، مذاق اڑانا) **V.Imp (Sargodha 2009)**

He was simply **pulling your leg** when he talked about your achievement in the examination.

508. **To put a cart before the horse:** to do the reverse of what you ought to do (الٹا کام کرنا)

He began to build the house without bringing the bricks. In this way, he **put the cart before the horse.**

R, S

509. **Rake something up:** to uncover something unpleasant and remind people about it ناخوشگوار یادوں کو تازہ کرنا

Do not **rake up** unpleasant details about the public leader's past.

510. **Read between the lines:** to get at the real meaning and intention of the writer (صحیح مطلب سمجھنا)

Try to **read between the lines** of this letter and you will come to know that he will help you.

511. **To rest on one's laurels:** (کامیابی پر مطمئن) **Gujrat 2015 V.Imp**

Rest on - remain at rest with ones success and not try to achieve more

laurels (درخت غار کے پتے)

Explanation:

درخت غار کے پتے جو روایتی فتح یا شاعری میں امتیاز و افتخار کی علامت ہیں۔ عموماً تاج یا ہار کی شکل میں پروئے جاتے ہیں۔ اہل یونان فاتح کھیلوں میں
جیتنے والے کے سر پر ٹہنیوں اور پتوں کا تاج سجاتے تھے۔ اور جیتنے والا اپنی کامیابی پر مطمئن ہو کر مزید کھیل میں حصہ لینے کی کوشش نہیں کرتا تھا۔ بلکہ وہ
اپنی کامیابی پر مطمئن ہو کر آرام کرتا تھا۔

Do not rest on your laurels. Try to continue to do great things.

512. **Rest on one's oars**- to take rest after a period of rest or other activity (کچھ عرصہ کام کرنے کے بعد آرام کرنا) **Oars**- چپو V.Imp

You have worked very hard for the examination. Now **rest on your oars** for sometime.

513. **To rise to the occasion:** to summon up courage **occasion** (موقع)

He **rose to the occasion** and told every body in the meeting that the president was at fault.

514. **To rip open old scores:** open up old grievances (گڑے مردے اکھاڑنا) **V.Imp**

Rip open (اکھاڑنا، چھیلنا، چیرنا) **Old scores** (پرانا حساب کتاب)

He **ripped open old scores** with his old rival (رقیب) in the birthday party.

515. **To rule the roast or rule the roose:** to govern, to dominate (اصل حکمرانی)

roost- پرندے کے ٹھہرنے کا بسیرا

It is the President and not the Prime Minister, who **rules the roast** in Pakistan.

517. **To run riot:** to have unrestrained freedom (بکھر جانا یا منتشر ہو جانا) **V.Imp**

Her imaginations **run riot at** the sight of natural beauty.

518. **To run short of** : to finish, to end (ختم ہو جانا) **V.Imp**

Sugar has **run short of** in our house.

519. **To save one's skin:** get off, safe (بچ نکلنا)

He lied in the court to **save his skin.**

520. **To see eye to eye with:** to agree (متفق ہونا) **V.Imp**

I do not **see eye to eye with** you in this matter.

521. **To set aside:** to disregard (بالائے طاق رکھنا) **V.Imp**

He **set aside** all objections and listened to me.

522. **To shake up:** to have terrible effect (خوفناک اثر ڈالنا)

The news of his father's death **shook him up.**

523. **To show a clean pair of** : to run off; to escape heels (بزدلی دکھانا) **V.Imp**

The robber **showed a clean pair of** heels at the sight of police.

524. **To show the white feather:** to show signs of cowardice (بزدلی دکھانا) **V.Imp**

a. The Indian soldiers **showed the white feather** in the battlefield in the present war.

b. He refused to join the protest and in this way he showed the white feather.

525. **To slip through one's fingers:** to escape narrowly (موقع ہاتھ سے نکل جانا)

A man fails to seize a good opportunity and the chance **slips through his fingers.**

The post of a judge **slipped through his fingers** for to his idleness.

526. **To split hair:** to pay too much attention to an unimportant thing (بال کی کھال اتارنا) V.Imp

There is no need **to split hair** about who actually did it. We both had a hand in it.

527. **To speak volumes for** : to serve as strong proof (بے حد تعریف کرنا)

Your speech **speaks volume for** your ability.

528. **Spread like wild fire:** spread very quickly (especially of news or disease) جنگل کی آگ کی طرح پھیلنا
Rumours (افواہیں) about a fall in the price of oil **spread like wild fire** in the city. OR
Cholera (ہیضہ) **spread like wild fire** through the camps.

529. **To speak daggers:** to speak angrily (تیز و تند گفتگو) **P.U. 2006**
Do not **speak daggers** with your elders.

530. **To smell a rat:** to suspect a trick (شک کرنا) **(Sargodha 2008) V.Imp**
I **smell a rat** in your plan.

531. **To sow one's wild oats:** usually used of youth me) enjoy yourself before you get married and settle down (جوانی کی سرمستیاں) **V.Imp**
He **sowed all his wild oats** before he married.

532. **To stand on ceremony:** to hold rigidly to formal manners (زیادہ تکلف کرنا)
We are very simple people. We do not **stand on ceremony** with our friends.

533. **To stand one in great stead:** to prove useful (کارآمد ثابت ہونا) **Gujrat 2015 Group-I)V.Imp**
My knowledge of German **stood me in good stead** during my stay in Germany.

534. **To steal a march upon:** to achieve success secretly (خاموشی سے کامیابی حاصل کرنا) **V.Imp**
(Sargodha 2008)

Explanation: The allusion is military, referring to success in moving soldiers without the knowledge of the enemies.

He worked very hard and **stole a march upon** others.

535. **To strain every nerve:** try as hard as you can
He **strained every nerve** to help us, but did not succeed.

536. **To stick to one's guns:** to adhere firmly to one's cause (مقصد سے چپکے رہنا) **V.Imp**

Explanation: An artillery man sticks to his aim however heavily attacked.
ایک توپچی اپنی بندوق کے ساتھ آخری دم تک چمٹا رہتا ہے اسی طرح اپنے عزم سے چپکے رہنا۔

He **stuck to his guns** in spite of tremendous difficulties.

537. **To stem the tide:** to control the rebellion (بغاوت کو کنٹرول کرنا)
It was not easy to **stem the tide** of rebellion. (بغاوت)

538. **To steer clear of:** to avoid (بچنا) **V.Imp**

Explanation: The helm man (جہاز چلانے والا) of a ship tries to steer clear of rocks and shoals and every (غرقاب ریت یا کنارہ جو اتھلے پانی میں نظر آئے۔ پوشیدہ خطرہ) obstacle (رکاوٹ). The phrase is not confined to navigation, but is used generally in the sense of, "to avoid."

You should try to **steer clear of** wicked (بدکار) and dishonest officers.

539. **To swallow the bait:** to be caught by tempting promises (لالچ میں آنا) **V.Imp**
During the election, many people **swallow the bait** and elect insincere leaders.

540. To take **into account:** to consider, to give due to sympathy (خیال رکھنا)

The judge **took into account** his poverty and set him free.

541. To take **after:** resemble (مشابہت)

He **takes after** his mother.

542. To take **the bull by the horns:** to deal with a difficult situation bravely (مشکلات کا مقابلہ کرنا)
bull- (بھینسا) horns (سینگ) جس طرح بھینسے کو سینگ سے پکڑنا مشکل ہوتا ہے۔

If you want to improve the situation, **take the bull by the horns.**

543. Take a **fancy to:** to like **V.Imp** **(Gujrat 2008)**

The artist **took a fancy to** that beautiful painting.

544. To take **time by the forelock:** to let slip no opportunity (وقت کا احساس ہونا)

Those who do not **take time by the forelock** repent afterwards.

545. To take **heart:** gather courage (حوصلہ کرنا)

Please try to **take heart** at your loss in business and take the examination again.

546. To take **to heart:** to feel discouraged (غمزدہ و مایوس ہونا)

He **took** his failure to **heart.**

547. To take **to one's heels:** to run away (بھاگ جانا) **V.Imp**

At the sight of policeman, the thief **took to his heels.**

548. To take **a leap in the dark:** to do something with out worrying about his result **V.Imp**
نتائج کی پرواہ کیے بغیر کوئی کام کرنا

He **took a leap in the dark** by setting up the new business.

549. To take **to task:** to be punished (دشمنی مول لینا)

The servant was **taken to task** for his neglect of duty.

550. To **talk shop:** to talk about business matters at a social event.
کسی معاشرتی فنکشن میں کاروباری بات کرنا، جب کہ اس طرح کے فنکشن میں ایسی بات کرنا ضروری نہیں۔

All right, we are not here to **talk shop.** Let's have a good time.

551. To **throw cold water upon:** to discourage (مایوس کرنا)

I asked him to help me but he **threw cold water upon** my hopes.

552. To throw **dust in one's eyes:** to mislead a person (دھوکہ دینا)

The shopkeeper gave me salt instead of sugar and in this way **threw dust in my eyes.**

553. To **tide over:** over come (غالب آنا) **V.Imp**

He will **tide over** his recent difficulties soon.

554. **Turn one' coat:** to change sides (نظریات بدلنا)

The selfish leaders **turn their coats** in hardships.

555. **Turn tables on:** to bring about a complete reversal of circumstances (حالات کو بدل دینا)(P.U. 2018)

a. At first we were losing the cricket match against West Indies . But the bowling of Imran Khan **turned the tables** in our favour. OR

b. **Turning the tables** on the enemy requires a lot of planning.

556. **Turn turtle (of a boat) :** to be upset (الٹ جانا)

The **boat turned** turtle and everyone got soaked.

557. **Turn over a new leaf:** to start again with the intention of doing better V.Imp
پرانی غلطیوں کو ختم کر کے نئی زندگی کا آغاز کرنا

He **turned over a new leaf** after the death of his wife.

558. **To walk away with:** to win something easily (آسانی سے کوئی شے جیتنا) **P.U. 2008**

Our cricket team **walked away with** first prize.

559. **Wash dirty linen - in the public -:** to discuss family affairs in the public (خاندانی معاملے کو زیر بحث لانا) **V.Imp** **Linen-** (کورا لٹھا یا چھینٹ، کتان)

The wickedness (بدکاری) of your son is a private affair, do not **wash dirty linen** in public

560. To wear one's **heart up one's sleeves:** to show your feelings openly (اپنے احساسات کو کھل کر بیان کرنا)

He does not conceal (چھپانا) anything from his friends. He **wears his heart upon his sleeves**

561. **To win laurels:** to win distinction (اعزاز جیتنا) **laurels** (تاج یا ہار کی شکل میں پروئے ہوئے جو جیتنے والے کی فتح کی خوشی میں سر پر رکھے جاتے ہیں۔ **V.Imp-** **(Sargodha 2008, 2010)**

He bowled out three players of his rival team and **won laurels** in the match.

562. **To while away:** to pass the time (doing something) usually you are waiting for something or have nothing better to do (کسی دوسرے کام کے ہونے کے انتظار میں وقت ضائع کرنا)

I **whiled away** the time at the station; waiting for the train.

Idioms of different University papers not included in the assignment

Gujrat University

Kick up a row- to loudly complain and show you are annoyed about something (ناخوشی کی بات پر احتجاج یا شکایت کرنا)

He was **kicking up** a row (خوفناک جھگڑا) about his cold meal.

A passing fancy - a temporary liking for something or someone (کسی شخص یا شے کے ساتھ عارضی پسندیدگی

I have a **passing fancy** for gardening.

Nip in the bud- to prevent something from becoming a problem by stopping it as soon as it sta (روز اول۔ کسی شے کو سر اٹھانے سے پہلے کچل دینا)

Please, **nip** this evil **in the bud.**

Toe the line- do what other people in a job or organization say you should do (ہدایت قبول کر کے چلنا)

You **toe the line** or you do n't stay on the team.

A night cap - i. an alcohlic drink that you have just before you go to bed.

سونے سے پہلے جو شراب پی جاتی ہے۔

i. You should not have **a night cap;** it will ruin you health.

A night cap is no longer the custom with people now-a-days.

ii. A soft cap that people in the past used to wear in bed.

نرم ٹوپی جو ماضی میں لوگ سوتے وقت پہنتے تھے۔

Blow the gaff- (slang) tell something secret, especially without intending to
He **blew the gaff** on their drug dealing.

بلا ارادہ کسی راز کا افشا کرنا۔

SARGODHA University

Get the better of (some one) to win against (some one) to overcome. (کسی پر غلبہ پانا)
i. In the third round, he began to **get the better of** his oppnent.
ii. She **got the better of** her temper soon.
Bury one's head in sand (کسی ناخوشگوار صورت حال کا سامنا کرنے کی بجائے فرار کی شکل اختیار کرنا)
He **buried his head in sand** at his filure in the examination.
A near miss- something unpleasant that very nearly happened(ناخوشگوار واقعہ جس سے بچا نہ جا سکے)
That was **a near miss** that bus very nearly hit the cyclist.
Bitter end- upto very end, however unpleasant (آخری انجام تک چاہے کتنا ہی ناخوشگوار ہو)
We watched the play till the **bitter end.**
Off the cuff- without planning; unprepared
He spoke entirely **off the cuff.**
Come of age- to become old enough to be considered legally an adult (بالغ ہونا)
You cannot get this property until you **come of age.**
Out and out- completely
He is **out and out** a gentleman.
In the long run- finally, At last (آخر کار)
The thirsty crow quenched its thirst **in the long run.**
Busy bee - busy like a bee (مکھی کی طرح مصروف)
He will get through the examination at every cost as he is a **busy bee.**
Brain drain- a movement of highly skilled or professional people to a country where they could earn more money. (قابل اور پیشہ ور ذہین لوگوں کا نوکریوں کی تلاش میں ملک سے باہر جانا)
Our country suffers from a great **brain drain.**
Bull's eye: the centre of a tartget. (نشانے کا مرکز)
He shot at his enemy successfully as he had the **bull's eye.**
Provided that- used to say that something will only be possible if something else happens. (بشرطیکہ)
I do not mind his living with us **provided that** he pays for it.
To be taken aback- to be astonished
I was **taken aback at** the murder of his innocent wife.
Hand to mouth- to live on with difficulty (مشکل گزارہ کرنا)
The old couple had a **hand to mouth** life.

Pros and cons - Points for or against (کسی موضوع کے حق یا خلاف دلائل)

Let us discuss the **pros and cons** of co-education.

Out of pocket- penniless (بغیر روپے پیسے کے)

I am **out of pocket** these days.

To hit the nail on the head- used to say that some one has said is exactly right (موضوع پر صحیح بات کرنا)

Jedwood- justice (سخت ناانصافی کرنا) - hanging the criminal first and trying him afterwards. مجرم کو پہلے سزا دینا بعد ازاں تفتیش کرنا

There are many countries in the world which dispense **Jedwood justice** to criminals.

The case of Lord Byron was hardly true. **Jedwood justice** was dealt to him.

BabyBoom- an increase in the number of Babies born during a particular period (کسی خاص عہد میں بچوں کی کثرت سے پیدائش ہونا)

The period between 1964 to 1950 in Pakistan is known as baby boom period.

Punjab University

In cold blood- calmly; callously, without passion (بے رحمی سے سفاکی سے)

The murder of Benazir was a murder in **cold blood.**

Dutch courage- courage - lent by strong drink (شراب پی کر جس جرات اور بدتمیزی کا مظاہرہ کیا جائے)

He showed **Dutch courage** and insulted his boss.

Test No.1

Based on 1-50 (Noun Phrases)

A big gun, A bird of passage, A bird's eye view, A black sheep, A blue stocking, A cry bolt from the blue, A broken reed, A bone of contention, A bull in a China shop, A cry in the wilderness, Achille's heels, A cat's paw, A dead letter, A dog in the manger, A hair breadth escape, A hat trick, A fish out of water, An eye wash, A Freudian slip, A fool's paradise.

Test No.2 (51-100)

A Herculean task, A house of cards, A hornet's nest, A labour of love, A live wire, At logger heads, A laughing stock, A man of letters, A man of straw, A maiden speech, Apple pie order, An open secret, At one's wits ends. A red letter day., A red rag to the bull, At random shot, A right hand man, A scape goat, Sore eyes, A rainy day.

Test No.3 (101-150)

A small talk, A skeleton in the cupboard, A square deal, A square meal, A stone's throw, A storm in a tea cup, A turn coat, A tall talk, A thorn in the flesh, A white elephant, A wet blanket, A wild goose chase, Bad blood, Blue blood, A burning question, Birds of a feather, Cold comfort, Crocodile tears, Every inch , Gift of the gab.

Test No.4 (150-200)

Into the bargain, in the air, Maiden speech, Lion's share, On he horns of dilemma, Pandora's box, Red tape, Point blank, Small talk , Sour grapes, Tall talk, The fourth estate, The crux of the problem, The sword of Democles, Tongue in cheek,The under dog, The writing on the wall, To the backbone, Scot free, Small hours

Test No.5 (201-250)

With a grain of salt, yellow press, with open arms, Bag and baggage, Bread and butter, Flesh and blood, Neck or nothing, Part and parcel, Heart and soul, Tooth and nail, Rank and file, Pillar to Post, Cut and dried, Fair and square, Hale and hearty, Hue and cry, Inns and outs, By hook and crook, Hard and fast, In fits and starts

Test No.6 (251-300)

By dint of, In defiance of, in keeping with, In lieu of, In the nick of time, In the teeth of, on the eve of, At all, At large, Off hand, Far and wide, At random, For good, By and large, At all

Test No.7 (301-350)

To add insult to injury, To beat about the bush, To break the ice, To beggar description, To break the news, To bridle one's tongue, To bury the hatchet, To carry the day, To come to light, To cut a sorry figure, To do away with, To do the trick, To blow hot and cold, To bell the cat, To be in keeping with, To add fuel to fire, To burn mid night oil, To burn one's fingers, To burn one's boats, To call the shots.

Test No.8 (351-400)

To drop a line, To end in smoke, To end in fiasco, To fight shy of, To fall flat, To face the music, To fish in troubled water, To follow suit, To give vent to, To gird up one's loins, To give one a wide berth, To go to the wall, To go hand in hand, To have an axe to grind, To have cold feet, To egg on, To fight tooth and nail, To feather one's own nest, To get rid of

Test No.9 (401-450)

The hold in check, To hit the nail ont he head, To keep up appearances, To keep an eye on, To kick the bucket, To laugh to scorn, To lead by the nose, To look down upon, To let the cat out of bag, Lose one's head, Look sharp, To make no bones about, To make a bee line for, To make headway, Look ahead, To lend a hand, To let down.

Test No.10 (451-540)

To monkey with, To make a virtue of necessity, To pay a lip service to, To pass away, To poke one's nose, To pay through the nose, To poison one's ears, To pull the strings, To rest on one's laurels, Rest on one's oars, To rule the roast, To run riot, To set aside, To slip through one's fingers, To smell a rat, To strain every nerve, To steal a march upon, To stick to one's guns, To swallow the bait, To take to heart, To take after, To tide over, To turn over a new leaf, Wash dirty linen in public, To turnt turtle

Test No.11 Full Test

A blue stocking, At cross purposes, A dead letter, A fishy story, A hair breadth escape, A house of cards, A Herculean task, At large, A moot point, A man of straw, A raw deal, A ruling passion, An oily tongue, A turn coat, A white elephant, Better half, Dog's life, Every inch, Ill at ease, At hand, Out at elbow, The milk of human kindness. Under a cloud, Bread and butter, The rank and file, Cut and dried, Hue and cry, Spick and span, in defiance of, In the teeth of, Off hand, First and foremost, To bear the brunt of, To burn one's finger, To call the shots, To crow over, To come to terms, To do away with, To follow suit, To gain ground, To gird up on'es loins, To hang fire, To hold a brief for, To keep at arm's length, To look blank, To let the cat out of bag, To play with fire, To pull a long face, To read between the crow To rule the roast, To smell a rat, To take a leap in the dark, To turn over, A new leaf

Phrasal Verbs

Part-I

What is a Phrasal Verb?

When a verb takes a *preposition* or *an adverbial particle* after it and act as a compound verb, it is called a **group verb** or **prepositional verb or a phrasal verb.**

(a) He laughs.
(b) He laughs at the poor.

Both the sentences have different meanings. In the second sentence **laugh** at means *'to make fun'*.

لگاتے ہیں تو عام طور پر ایسا کرنے سے اس کا مطلب بدل جاتا ہے۔ preposition یا Adverb کے بعد کوئی verb جب ہم

We often use verb with the following adverbs or prepositions.

in, on, up, away, round, about, over by, out, off, down, back, through, along, forward

We aften use **on/off/out** with verbs of movement.

For example

(a) **Get on** (چڑھنا)

We **got on** the running bus.

(b) **Drive off** (کار وغیرہ چلانا)

A woman was seen **driving off** the car on the Mall.

(c) **Come back** (واپس ہونا)

She will **come back** from her home soon.

Some phrasal verbs are very simple to understand. They do not change the meaning of the verb.

(a) He asked me to **come on**.
(b) She **turned round** and touched my shoulder.
(c) She **came back** from Lahore yesterday.

مندرجہ بالا **Phrasal verbs** کے تقریباً وہی مطالب ہیں جو فعل کے طور پر ہم جانتے ہیں۔ لیکن بہت سارے verbs ایسے ہیں جن کے
بعد اگر Adverb لگا دیا جائے تو ان کا مطلب مکمل طور پر بدل جاتا ہے۔ مثلاً

(a) His car **broke down**. (the engine stopped working)
(b) The plane **took off** on time. (went into the air)
(c) Please, **look up** this worked in the dictionary. (find out)

Types of Phrasal verbs

Phrasal verbs are formed by adding particles e.g., **away, up, down, out, off, in, on** to verbs.

(a) I will **throw away** the rubbish.
(b) He's **given up** smoking.

TYPE-1

These phrasal verbs do not take an object.

verb + Particle

sit down
look out (take care)
set off (start)

TYPE-2

These phrasal verbs take an object. When the object is noun, it can *go after* or *before* the particle.

verb + particle + object	**verb + object + particle**
I 'll **throw** away the rubbish.	I 'll throw the rubbish away.
Take **off** you shoes	Take your shoes **off**.

Note: If the object is pronoun (**it, them, me, him**) only one position is possible. i.e.,

(i) I turned **on** it. ×
I turned it on. ✓

(ii) Could you fill in this form? ×
Could you fill this form **in**? ✓

(iii) Do not **throw away** this postcard. ×
Do not **throw** this postcard **away**. ✓

(iv) These shoes are uncomfortable. I am going to **take off** my shoes. ×
These shoes are uncomfortable. I am going to **take** my shoes **off**. ✓

(v) Do not wake up the baby. ×
Do not wake the baby **up**. ✓

TYPE-3

These phrasal verbs take an object, but we cannot separate the verb from the particle.

verb + participle + object
She **takes after** her mother.
Look after a baby is a hard work.

TYPE-4

These phrasal verbs have *three parts*. We cannot separate the verbs from other parts.

Verb + Particle + Preposition + Object

(i) I'm **looking forward** to the week end.
(ii) You go now and *I'll catch up* with you later.
(iii) You should n't *go back on* your promises.

PART-II

Here is the given the list of phrasal verbs made with addition of different *adverbs/preposition* along with their usage.

1. **Bear**

1. **Bear away:** (off)(جیتنا، لے جانا) to win, to carry off as a conqueror. **V.Imp P.U. 2006**
He **bore away** the first prize in the essay competition.
He **bore off** the first prize in the debate. (مباحثہ)

2. **Bear out:** (تصدیق کرنا) to confirm. **P.U. 2009, 2011 , 2014, Gujrat 2008, 2014, G.C Faisalabad 2013**
Your story **bears out** my truth. **(V.Imp)**

3. **Bear up:** (ڈٹے رہنا، حوصلہ نہ ہارنا) **P.U. 2003, P.U. 2006, P.U. 2010, (P.U. 2017)**
You should **bear up** the hardships of life bravely.

4 **Bear with:** (برداشت کرنا) **P.U. 2010, 2011**

I could not **bear with** this angry mood. **(V.Imp)**

5. **Bear upon:** (کے متعلق ہونا)pertaining to

History does not **bear upon** the matter under discussion.

6. **Bear on:** (کے متعلق ہونا) refer to

The fact does not **bear on** the matter under discussion.

7. **Bear up against:** (مقابلہ کرنا) to resist, to endure

He **bore up against** all his hardships with a smile on his face.

8. **Bear down:** (دبانا) to crush by force

He **bore down** his enemy with a heavy hand.

9. **Bear down upon:** (کسی جہاز کا دوسرے جہاز پر حملہ) attack of a warship on the ship of an enemy. **(V.Imp)**

The Pakistani battleship **bore down upon** the Indian warship and gave it a crushing defeat. (شکست فاش)

10 **Bear to:** (برداشت کرنا)

I cannot **bear to** see my son going to school without books.

2. **Blow**

1 **Blow up:** (دھماکے سے اڑنا) to explode

a. Suddenly, the mine (کان) **blew up. (V.Imp)**

b. The mine **blew up** the bridge.

2. Blow away: (ہوا سے اڑ جانا)to be carried away by wind.

My hat was **blown away** by wind. **(V.Imp)**

3 **Blow out:** (بجھانا) to extinguish **P.U. 2010**

Blow out the candle when you go to bed. **(V.Imp)**

4 **Blow over:** (گزر جانا، تھم جانا) to pass by

The storm will soon **blow over.**

5. **Blow down:** (اکھاڑ پھینکنا) to be thrown down by the force of wind

The storm **blew down** several large trees. **(V.Imp)**

3.Break: (V.Imp) Expected

1 **Break away:** (بھاگ جانا)to free oneself from restraint.

P.U. 2007, 2012, Sargodha 2011, G.C Faisalabad 2013

He held the horse by the bridle (لگام) but it **broke away.**

2 **Break down:** (صحت یا مشینری کا خراب ہو جانا) **(V.Imp) P.U. 2011, Gujrat 2009**

His health has **broken down** due to hard work.

The car **broke down** on the way.

3 **Break off:** (اچانک رک جانا) to stop suddenly **(V.Imp) (Sargodha 2013)**

He **broke off** in the middle of his speech.

4 **Break in:** (سدھانا) to tame **(V.Imp) Sargodha 2009**
He **broke in** the wild lion in no time.

5 **Break into:** (نقب لگانا) to enter forcibly **(V.Imp) Sargodha 2011**
The thieves **broke into** his house last night.

6 **Break forth:** (اچانک نکل آنا) to come out suddenly. **(P.U. 2017)**
The sun **broke forth** from the clouds.

7 **Break through:** (زبردستی داخل ہونا) to enter forcibly. **P.U. 2008**
The robbers **broke through** the wall of the house.

8 **Break up:** (ختم ہونا) (i) to come to an end (ii) to disintegrate (انتشار پیدا کرنا، تعلق ختم کرنا) **(V.Imp)**
The meeting **broke up** in a great confusion (افراتفری)
Divorce (طلاق) **breaks up** a lot of families.

9 **Break with:** **Sargodha 2015**
(i) to cease to be friendly with (دوستی ختم کرنا) (ii) to quarrel with a personکسی آدمی سے جھگڑا کرنا
He **broke with** his sincere friend without any reason. (وجہ)

10 **Break open:** (زبردستی کھولنا) to open with force. **Sargodha 2009**
The thief **broke open** the window of my house last night.

11 **Break out:** (پھیلنا۔ پھوٹنا) to spread **(V.Imp) Gujrat 2008, Sargodha 2009, P.U. 2011, 2012**
Cholera (ہیضہ) has **broken out** in the city now-a-days.

12 **Break at:** (بہتر ریکارڈ قائم کرنا) to make better record.
He **broke at** his previous record in cricket.

13 **Break in upon:** (اچانک آ جانا) to interrupt by a sudden and unexpected appearance.
The police **broke in upon** (اچانک آ جانا) the robbers in a lonely (تنہا) place.

4. Bring. (V.Imp) Expected

1 **Bring about:** to cause **Gujrat 2015 Group-I**
His lack of hard work **brought about** his failure.

2 **Bring down:** (ذلیل کرنا) to humble down **(V.Imp)**
His failure **brought down** his sense of honour.

3 **Bring foward:** (پیش کرنا) put forth **Sargodha 2015**
He **brought forward** a strange proposal.

4 **Bring in:** (کمانا، روپیہ جمع کرنا) to earn ,to collect. **(V.Imp) (P.U. 2018)**
Our shop **brings in** a large income.

5 **Bring forth:** (پیدا کرنا) to produce **(V.Imp)**
This tree will **bring forth** fruit soon.

6 **Bring on:** (پیدا کرنا) to cause, to begin.
Dirt often **brings on** disease.

7 **Bring over:** (قائل کرنا) to persuade. **(V.Imp)**
I could not **bring him over** to my point of view.

8 **Bring up:** (تربیت پانا) look after during childhood.**(V.Imp)** **Sargodha 2011, P.U.2012**
I was **brought up** by my uncle in my childhood.

9 **Bring under:** (دبانا) to subdue **P.U. 2014, P.U. 2018**
The mutiny (بغاوت) was soon **brought under** control.

10 **Bring round:** To cause to recover (ہوش میں لانا) **Sargodha 2009**
Several boys fainted in heat but the doctor soon **brought them round. (V.Imp)**

11 **Bring through:**(بیمار آدمی کو ٹھیک کرنا) to cure an ailing person(بیمار آدمی) **P.U. 2015**
A careful nursing **brought** the ailing man **through.**

12 **Bring off:** (i) to rescue (زندگی بچانا) (ii) to achieve success (کامیابی حاصل کرنا)
The life boat went to the sinking ship and **brought off** all the people.
The merchant **brought off** the deal.

13 **Bring to:** (لانا) taken
The matter was **brought to** my notice.

14 **Bring about:** cause to happen (باعث ہونا) **Sargodha 2009**
What **brought about** the quarrel?

15 **Bring one to:** (ہوش میں لانا)
The doctor **brought** the senseless girl to(بے ہوش لڑکی) by the smelling salts.

5. **Call**

1 **To call at:** (جگہ پر جانا) to visit some place. **(V.Imp)**
I called at his house but he was not present.

2 **To call on:** (کسی شخص کو ملنے جانا) to pay a brief visit to **(V.Imp)** **Sargodha 2009, 2011**
He **called on** the principal in the evening.

3 **To call upon:** (دعا مانگنا) to pray
He **called upon** God in his difficulties.

4 **To call out:** (زور سے چلانا) to utter loudly. **(V.Imp)** **Sargodha 2015**
He **called** me **out** for help.

5 **To call up:** (یاد کرنا) to recollect
I **called up** the name of my students with great difficulty.

6 **To call over:** (ترتیب سے پکارنا) to pronounce in order
The teacher **called over** the names of his students in the class.

7 **Call forth:** (اکسانا۔ اکٹھا کرنا) to evoke, bring out and use
His speech **called forth** great discussion.

8 **Call for:** (طلب کرنا) to demand
His crime **calls for** punishment.

9 **Call off:** (بند کرنا، منع کرنا) to stop **Gujrat 2015**

They had to **call** the match **off**, as the ground was wet.

Please **call** your dog **off**.

The workers **called off** the strike.

10 **Call in:** (بلا بھیجنا) ask to come. **(V.Imp)**

Please **call in** the doctor at once.

6. Carry

1 **Carry away:** (سحر زدہ محسوس کرنا) **(P.U. 2017)**

He was **carried away** by the song of Noor Jehan. **(V.Imp)**

2 **Carry off:** i. to kill (مارنا) ii. to win a prize (انعام پانا)

Cholera **carried off** the life of many people.

He **carried off** the first prize in the debate.

3 **Carry out:** (تعمیل کرنا) to obey **Gujrat 2008, Sargodha 2010**

Please **carry out** my orders as soon as possible.

4 **Carry through:** (کامیاب کرنا) to bring the success to full end.

His courage will **carry** him **through.**

5 **Carry on:** (جاری رکھنا) to continue **Sargodha 2010, 2011, 2015**

Please **carry on** with your work.

7. Cast

1 **Cast aside:** (رد کرنا، پرے کرنا) to reject. **(V.Imp)**

Do not **cast aside** the love of truth.

2 **Cast away:** (چھوڑ دینا) to throw away

The soldier has to **cast away** their heavy luggage (سامان بھاری ہونا) during the battle.

3 **Cast down:** (i) to humble down (مایوس کرنا) **V.Imp Sargodha 2011, 2012, Gujrat 2014, (P.U. 2017)**

(ii) to feel disappointment. (مایوس کرنا)

He was much **cast down** by his failure in business.

God has the power to **cast down** and to raise up.

4 **Cast off:** (تعلقات قطع کر لینا) to discard **(V.Imp)**

The king **cast** her daughter **off** for ever.

5 **Cast out:** (نکال دینا) to expel., (P.U. 2017)

The Muslims were **cast out** of Palestine. (فلسطین)

6. **Cast up:** (حساب لگانا) to calculate

Please **cast up** the account for the sale of this furniture.

7. **Cast oneself on:** (رحم و کرم پر چھوڑنا) to entrust oneself

I had to **cast myself** on his cold behaviour, because of my poverty.

8. **Cast about for:** (موقع کی تلاش میں) to look for
He will **cast about for** a chance to harm you.

9 **Cast about:** (ترکیب سوچنا) to devise a plan
He has **cast about** a plan to set up a new college. **P.U. 2007**

8. **Come (V.Imp) Expected.**

1 **Come about:** (واقع ہونا) to take place. **(V.Imp) P.U. 2009**
How did this incident **come about?**

2 **Come down:** (کم ہونا) to be reduced
. The prices of cotton have **come down.**

3 **Come of:** (تعلق ہونا) to descend from **(V.Imp)**
He **comes of** a noble family.

4 **Come off:** (واقع ہونا) to take place? **P.U. 2003**
When does your marriage **come off?**

5 **Come by:** (حاصل کرنا) to acquire **P.U. 2014**
How did you **come by** this watch?

6 **Come round:** to recover (صحت مند ہونا)
It is hoped that he will **come round** soon.

7 **Come out:** (ظاہر ہونا) to become public, to appear. **Sargodha 2009**
Several new books have **come out** this year.

8 **Come out of:** (نکل آنا) to get clear of
He **came out of** all hardships.

9 **Come on:** to grow or thrive (نکلنا، پھلنا، پھولنا)
The plants are **coming on** very soon.

10 **Come over:** to come into one;s mind (ذہن میں آنا)
A great longing (خواہش) **came over** me to see her again.

11 **Come to:** (نتیجے پر پہنچنا) to arrive at the result. **(V.Imp) P.U. 2004**
They **came to** a wise decision (فیصلہ) in the long run.

12 **Come up to:** (مطابق ہونا) to be equal to **(V.Imp)**
He did not **come up to** the expectation of his father.

13 **Come up:** (زیر بحث) to be raised up.**(V.Imp)**
The question of co-education **came up** in the meeting.

14 **Come up with:** (پکڑنا) to overtake
A man on a cycle can **come up with** a traveller in a tonga.

15 **Come at:** (رسائی ہونا) to get within reach of, to attain. **(V.Imp)**
I saw the fruit on the tree but it was too high for me to **come at.**

16 **Come away:** (علیحدہ ہونا، جگہ چھوڑنا) **(V.Imp)**
The handle of the door **came away.**

17 **Come upon:** (اتفاقاً مل جانا) Meet with accident
He **came upon** the news of his success in the newspaper.

18 **Come in for:** (وارث ہونا) to be an heir
He **came in for** a good deal of property after the death of his uncle.

19 **Come in:** (نزدیک آنا) to come near (شروع کرنا) to begin.
The flood is **coming in.** **(V.Imp)**
When did this fashion of hair style **come in?**

20. **Come about:** to happen especially in a way that seems impossible to control.
P.U.2009, Sargodha 2013
How will the solution of Kashmir problem **come about?**

9. Cut: **(V.Imp)**

1 **Cut down:** (مارنا) to kill **(V.Imp) P.U. 2006**
Cholera (ہیضہ) **cut down** many people in this village last year.
Please **cut down** your expenditure.(تخفیف کرنا)

2 **Cut off:** (i) to destroy (تباہ کرنا) (ii) to kill **(V.Imp) P.U. 2006**
How many men are **cut off** in their youth.
The company has **cut off** our Sui gas connection. (کنکشن کاٹ دیا)

3 **Cut out:** (عادت ختم کرنا) to stop the habit. **(V.Imp)**
You should **cut out** the habit of smoking.
You should **cut out** the coat from a large piece of cloth.

4 **Cut across:** (فاصلہ کم کرنا)taking a shor route. **(V.Imp)**
They were in a hurry, so they **cut across** the fields.

5 **To be cut out for:** (موزوں) to be suitable
He is not **cut for** that sort of work.

6 **Cut in:** to interrupt (مداخلت کرنا) to enter quickly (جلدی داخل ہونا) **P.U. 2007**
He **cut** me **in** while I was making a speech.
Please **cut in** and get your cup.

7 **Cut up:** (ٹکڑے ٹکڑے کرنا) to cut to pieces. **(V.Imp)**
The butcher (قصائی) **cut up** the animal ذبح کرنا) he has slaughtered.

8 **Cut away** : (بھاگ جانا) to run off and escape
He **cut away** across the field, on seeing the police.

9 **Cut on:** (جلدی میں ہونا) to be in hurry. **(V.Imp)**
We **cut on** inspite of (باوجود کے) darkness.

10. **Cut through:** to experince (تجربہ کرنا)
He **cut through** all hardships of life quite bravely.

10. Do

1 **Do away:** to remove, to destroy (ختم کرنا) **P.U. 2006, Sargodha 2012, 2015**
Let us **do away** with the evil customs.**(V.Imp)**

2 **Do out:** (دھوکا دینا) to cheat **(P.U. 2017)**
He **did** me **out** of a large sum of money.

3 **Do up:** (سنوارنا) to decorate, to arrange. **P.U. 2004, P.U. 2005**
She is **doing up** her hair. **(V.Imp)**

4 **Do without:** (کسی چیز کے بغیر کام چلانا)
He cannot **do without** my help.

5 **Do for:** (کام دینا) to suit instead, to serve **(V.Imp)**
This piece of cloth will **do for** a turban(پگڑی)

6 **Do into:** (کام دینا) to suit instead, to serve **(V.Imp)**
Please do this story into verses(اشعار)

7. **Do with:** (استعمال کرنا) to make use of
What will you do with this bundle of clothes.

11. Fall (V.Imp)

1 **Fall among:** (اچانک پھنس جانا) **(V.Imp)**
He **fell among** thieves on his way to college.

2 **Fall back:** (پسپا ہونا) to retire **(V.Imp)**
The enemy **fell back** before our attack

3 **Fall back upon:** (سہارا ڈھونڈنا) to resort to **(V.Imp)**
He **fell back upon** the money of his father after his death.

4 **Fall in with:** (اچانک ملاقات ہونا) to meet accidently. **P.U. 2006, P.U. 2013**
I **fell in with** an old friend on my way.

5 **Fall out:** (جھگڑا کرنا) to quarrel **P.U. 2007, P.U. 2009, 2011, G.C Faisalabad 2013,** Gujrat 2013
He **fell out** with me over a trifle (معمولی بات)**(V.Imp)**

6 **Fall upon:** (ٹوٹ پڑنا) to attack
The thieves **fell upon** the passenger at dead of night.

7 **Fall through:** (ناکام ہونا) to fall from highest position.
The plan **fell through** for want of hardwork.

8. **Fall away:** (کمزور ہونا) to become lean
My cow has quickly **fallen away** in flesh.

9 **Fall down:** (گرنا۔ اونچی جگہ سے گرنا) to fall from higher position.
He **fell down** the tree and broke his leg.

10 **Fall into:** (گفتگو میں پھنس جانا) to fall into coversation(گفتگو). **(V.Imp)**
I **fell into** the magic (جادو) of his conversation.

11 **Fall off:** (ساتھ چھوڑ جانا) to come under **(V.Imp)** **Sargodha 2015, (P.U. 2017)**
Even sincere (مخلص) friends **fall off** in adversity. (غربت)

12 **Fall under:** (کسی کے تحت آنا) to come under.
You do not **fall under** the group of dull students.

13 **Fall behind:** (دوسروں سے پیچھے رہ جانا) be unable to keep up with other.
He always **falls behind** when we are going up a hill.

14 **Fall to:** i. to apply oneself (کام میں لگ جانا) ii. to eat hungrily (کھانے پر ٹوٹ پڑنا)
Sargodha 2009
The author **fell to** writing again. The beggar **fell to** meal at once.

12. Get

1 **Get about:** (چلنا پھرنا) to go about
He is too weak to **get about.**

2 **Get at:** (دریافت کرنا) to reach to discover. **P.U. 2007**
Please try to **get at** the meaning of the story.

3 **Get away:** (بھاگ جانا) to escape **P.U. 2004, 2015**
The thief **got away** with the watch.

4 **Get down:** (داخل ہونا) to enter.
The passenger **got down** the train.

5 **Get into:** (داخل ہونا) to enter **(V.Imp)**
He **got into** the room by force.

6 **Get on:** (ترقی کرنا) to advance **P.U. 2015**
How do you **get on** with your study.

7 **Get over:** (غائب ہوجانا) to overcome **V.Imp P.U. 2011, P.U. 2013**
He **got over** his difficulties soon.

8 **Get out:** to escape, to go out side باہر نکلنا
The women **fell into** the well and could not **get out.**

9 **Get out of:** (ذمہ داری سے بچنا) escape from
He tried to **get out of** helping his friend.

10 **Get through:** (کامیاب ہونا) to succeed **(V.Imp)** **P.U. 2011**
He **got through** the examination by dint of (کی وجہ سے) hardwork.

11 **Get up:** (جاگنا، اٹھنا) to rise from seat **(V.Imp)**
He **got up** and locked the door.

12 **Get forward:** (آگے بڑھنا) to advance
I hope you are **getting forward** in your studies.

13 **Get off:** (بھاگ جانا) to escape **(V.Imp)** **Gujrat 2008**
He **got off** with a beautiful girl.

14 **Get along:** (آگے بڑھنا، ترقی کرنا) to proceed, to advance

He seems to be **getting along** well in his business.

15 **Get back:** to return (واپس آنا)

He has just **got back** from his long journey.

16 **Get above** (بالاتر) higher than

He has **got above** his misfortune. (بدقسمتی۔ پریشانی)

17 **Get in:** (داخل ہونا)

As soon as he saw me, he tried to **get in** my car.

18 **Get round a person:** (کسی کو قائل کرنا) to prevail upon

She knows how **to get round** her husband.

19 **Get at the bottom of:** (کسی شے کی تہہ تک پہنچنا) to arrive at the truth **(V.Imp) P.U. 2006 G-II**

The police are trying to **get at the bottom of** this murder.

20 **Get away with:** لے کر بھاگ جانا abscond with **(V.Imp)**

He **got away** with a large sum of money.

13. Give **(V.Imp) Expected**

1 **Give away:** (تقسیم کرنا) to distribute **(V.Imp)** **Gujrat 2009, 2014, 2015**

The principal **gave away** the prizes to the winners of sports.

2 **Give in:** (ہار جانا) yield

The Indian Army **gave in** before our soldiers.**(V.Imp)**

3 **Give out:** (اعلان کرنا) to announce. **(V.Imp)**

It **is given out** in the newspaper that the Prime Minister has fallen ill.

4 **Give up:** (ترک کرنا) to hand over. **P.U. 2010, Gujrat 2008, Sargodha 2010**

He has **given up** smoking for ever.

5 **Give over:** (حوالے کرنا) to hand over

I **gave** him **over** the charge of my office.

6 **Give into:** (مان لینا) to submit

He **gave into** the wish of his father.

7 **Give back:** (واپس کرنا) to return

I **gave** him **back** his pen.

8 **Give off:** (سانس لینا، نکالنا) **V.Imp Sargodha 2011, P.U. 2012**

Some flowers **give off** their fragrance (خوشبو)at night.

9 **Give upon:** (نظر آنا) look out on

The window **gives upon** the street.

10 **Give to:** (عادی ہونا) addicted to, habitual **(V.Imp)**

He is **given to** drinking.

11 **Give under:** (دبنا) bend or yield

The wet playground **gave under** our feet.

14. Go (V.Imp) Expected

1 **Go by:** (موسوم ہونا) to judge from, to follow. **(V.Imp)**

You cannot always **go by** appearance.

He **goes by** the name of Ashraf.

2 **Go down:** (قیمت گرنا) to go lower in price.

The prices of cotton have **gone down.**

3. **Go back:** (الفاظ واپس لینا)

He **went back** on his words.

4 **Go off:** i. Go explode (دھماکے سے پھٹنا) ii. to discharge. **(V.Imp)**

The pistol **went off** before he knew.

The fire has **gone off** badly.

5 **Go on:** (جاری رکھنا) to continue

Let him **go on** with his work.

6 **Go on with:** (جاری رکھنا)

Inspite of noise, he **went on with** his work.

7 **Go out:** (بجھ جانا) cease to burn.

This lamp **went out** at once.

8 **Go through:**(معائنہ کرنا) to examine from beginning to an end.

I cannot **go through** the story in an hour.

9 **Go up:** (اضافہ کرنا) to increase

The prices of sugar have **gone up.**

10 **Go ahead:** (آگے بڑھنا) to advance **V.Imp** **P.U. 2005**

We **went ahead** with our studies.

11 **Go against:** (حسب خواہش نہ ہونا) to go contrary

He **went against** the wish of his father and married a foreign girl.

12 **Go to:** (پہنچنا)

Does this train **go to** Karachi? **V.Imp** **P.U. 2007, 2010**

13 **Go back on:** (واپس لینا) to withdraw **P.U. 2007 Group-II**

It is not proper to **go back** on your promise.

14 **Go in for:** (پسند کرنا) to like or choose a thing. **(V.Imp)**

I have decided to **go in for** a new suit. **(V.Imp)**

15 **Go in:** (داخل ہونا) to enter

The peon opened the door and we **went in.**

16 **Go into:** (داخل ہونا) to enter **(P.U. 2018)**

He **went into** the room and arranged the furniture.

17 **Go over:** (معائنہ کرنا) to examine **(V.Imp) P.U. 2013**

He **went over** the whole account item by item.

18 **Go away:** (ختم ہونا) to depart **(V.Imp)**

Malaria **went away** in winter.

19 **Go aside:** (تھوڑا سا پیچھے ہٹنا) to go a little way off

Do not **go aside** the path of truth.

20. **Go about:** to do something in a particular manner (کسی خاص طریقے سے کسی کام کو سرانجام دینا)

P.U2008, (P.U. 2018)

Do you know how to **go about** painting this house?

15. Hold

1 **Hold back:** to conceal (چھپانا)

You should not **hold back** any thing from your parents.

2. **Hold up:**(قائم رکھنا) to keep up. **(V.Imp)**

We were **held up** by the robbers (ڈاکو)

3 **Hold with:** (متفق ہونا) to agree

I do not **hold with** your views (نظریات) on politics.

4 **Hold over:** (ملتوی کرنا)

The judge **held over** his case till the next hearing.

5. **Hold to:** (چمٹے رہنا)

Do you still **hold to** your plan of taking the examination again?

6 **Hold on:** i. to continue (جاری رکھنا) ii. **to wait for the telepone V.Imp (P.U. 2011 G.C.U.F 2013**

The rain **held on** steadily all afternoon.

Please **hold on** for a moment (لمحہ) and I enquire about her.

7 **Hold out:** (ہار ماننے سے انکار کرنا) to refuse to yield.

The Pakistani Army **held out** in face of dangers. **(V.Imp)**

8. **Hold in:** (قابو کئے ہوئے) to restrain

The wild lion was **held in** with great difficulty.

9 **Hold off:** (دور رکھنا، پرے رہنا) to keep at a distance. **(V.Imp)**

We must **hold off** the enemy's attack.

10 **Hold back:** (ہچکنا، چھپانا) to hesitate

When danger came, all **held back.**

11 **Hold by:** (گرفت میں لینا) having caught hold

He **held** me **by** my neck.

16. Keep

1 **Keep at:** (جاری رکھنا) to continue doing
Please try to **keep at** your work and finish it soon.

2 **Keep back:** (چھپانا) to conceal
I shall **keep** nothing **back** from you.

3 **Keep down:** (ماتحتی میں رکھنا) to hold in subjection. **(P.U. 2013)**
It is very difficult to **keep down** the mountain tribes (قبیلے)

4 **Keep from:** (بچنا) to abstain or refrain from **V.Imp (Sargodha 2011)**
He could not **keep from** the use of smoking.

5 **Keep in with:** (صلح صفائی سے رہنا) to remain in good terms
Please try to **keep in with** your doctor always. **(V.Imp)**

6 **Keep on:** (جاری رکھنا) to continue
I am tired of this work, but I still **keep on.(V.Imp)**

7 **Keep under:** (کنٹرول میں رکھنا) under control.
The fireman managed to **keep** the fire **under.**

8 **Keep up:** (قائم رکھنا) to maintain.
Keep up your courage (جرأت)in face of hardships.

9 **Keep up with:** (قدم بہ قدم چلنا) to go forward
He could not **keep up with** the class.

10 **Keep to:** (چمٹے رہنا) adhere to
You should **keep to** your moral values strictly. (سختی کے ساتھ)

11 **Keep out:** (اندر داخل ہونے سے روکنا)
These warm clothes will **keep out** cold. **(V.Imp)**

12 **Keep off:** (پرے رکھنا) ward of **(V.Imp) (P.U. 2018)**
Please **keep off** the grass.

13 **Keep together:** (اکٹھے رہنا)
They agreed to **keep together** during the evening.

17. Lay

1 **Lay by:** (مستقبل کے لئے کچھ بچا کر رکھنا) to store for future use. **(V.Imp) Gujrat 2015 Group-II**
Lay by something for the rainy day.

2 **Lay down:** (قربان کر دینا) to sacrifice **(V.Imp)**
He **laid down** his life for the sake of his country.

3 **Lay out:** (کاروبار میں لگانا) to invest
I have **laid out** a large amount of money in his business.

4 **Lay up with:** (بیمار رہنا) to be confined to bed
He was **laid up with** fever for many days.

5 **Lay aside:** (فراموش کرنا، پرے رکھنا) Put away, to forget
Please **lay aside** your shyness (شرمیلا پن) and do your work sincerely. **(V.Imp)**

6 **Lay in:** (ذخیرہ کرنا) to store
He **laid in** a large quantity of rice in his house. **(V.Imp)**

7 **Lay before:** (پیش کرنا) to present
He tried to **lay** the paper **before** the Governor.

8 **Lay on:** (مارنا، پیٹنا) to apply blow with force.
The policeman caught the thief and **laid on** vigorously(طاقت سے)

18. Live

1 **Live on:** (زندہ رہنا) continue to live. **(V.Imp)**
The people died but the young one **lived on.**

2 **Live out:** (زندہ بچنا) remain alive through
He will not **live out** another week.

3 **Live through:** live after sufferings and sorrows
He has **lived through** that war and revolution. (انقلاب)

4 **Live upto:** (کے مطابق زندہ رہنا) to act upto.
He did not **live upto** his fame. (شہرت) **(V.Imp)**

5 **Live for:** (زندگی وقف کر دینا) to devote one's life.
Some men **live for** nothing else but to collect money from others.

6 **Live by:** (گزارا کرنا) live on **(V.Imp) P.U. 2004**
I **live by** hard labour.

7 **LIve at:** (رہائش پذیر)
He **lives at** Shah Kot.

19. Look (V.Imp) Expected.

1 **Look after:** (نگہداشت کرنا) to take care of **Sargodha 2010**
There is none to **look after** the poor child. **(V.Imp)**

2 **Look at:** (دیکھنا) to see
Please **look at** the black board.

3 **Look down upon:** (حقیر سمجھنا) to hate. **P.U. 2012**
You should not **look down** upon the poor. **(V.Imp)**

4 **Look for:** (تلاش کرنا) to search
He **looked for** his book but did not find it.

5 **Look foward to:** (انتظار کرنا) to expect eagerly
I am **looking forward to** summer vacation. **(V.Imp)**

6 **Look into:** (غور سے دیکھنا، معائنہ کرنا) to examine carefully. **Gujrat 2009**
Please **look into** this matter seriously.

7 **Look over:** (معائنہ کرنا) to examine seriously. **(V.Imp)**
The head master was **looking over** some papers.

8 **Look to:** (انحصار کرنا) to depend. **(V.Imp)**
Do not **look to** him for help.

9 **Look up:** (تلاش کرنا) to find **P.U. 2008, P.U. 2009**
Look up this word in the dictionary.

10 **Look up to:** (تعظیم کرنا) to find
He always **looks up to** his parents.

11 **Look upon:** (سمجھنا) to consider
I **look upon** him as my brother.

12 **Look through:** (معائنہ کرنا) to examine the contents **(V.Imp)**
He **looked through** the documents (کاغذات) carefully.

13 **Look about:** (تلاش کرنا) to search
What are you **looking about?**

14 **Look out:** (تلاش کرنا) to search
The eagle is **looking out** for prey. **(V.Imp)**

15 **Look back:** (ماضی کی طرف دیکھنا) to consider the past
Looking back, I find my childhood to be unhappy.

16 **Look away:** (دوسری طرف دیکھنا) to turn one's eye in another direction. **(V.Imp)**
He **looked away** from the beautiful girl,

20. Make (V.Imp) Expected

1 **Make away with:** (مار دینا۔ بھاگ جانا) to carry away, to kill
The thief **made away with** my books. **(V.Imp)**
He **made away with** the life of his enemy.

2 **Make for:** (رخ کرنا) to move towards **P.U. 2003, 2011, 2012**
The lion **made for** the jungle.

3 **Make out:** (سمجھنا) to understand **(P.U. 2013), Gujrat 2014 Group-I**
I cannot **make out** the meaning of this lesson.

4 **Make up:** (تلافی کرنا) to compensate
I have **made up** my deficiency (کمی) in English.

5 **Make good:** (نقصان پورا کرنا) to repair
How should I **make good** of the loss.

6 **Make of:** (سمجھنا) to understand
He is unable to **make** anything **of** this telegram.

7 **Make off with:** (بھاگ جانا) to run away with **P.U. 2009**
He has **made off with** my books. **(V.Imp)**

8 **Make over** (حوالے کرنا) to transfer to another person. **Sargodha 2011, P.U. 2013)**
He has **made over** all his property to his eldest son. **(V.Imp)**

9 **Make towards:** (کی سمت کو جانا) to go in the direction.
The swimmer **made towards** the right bank of the river.

10 **Make up to:** (کسی کی توجہ حاصل کرنا)
Many people **made up** to him only because of his wealth.

11 **Make after:** (پیچھا کرنا) to chase, to run after. **V.Imp P.U. 2012**
He threw the ball and the dog **made after** it.

12 **Make up for** (کمی پوری کرنا) to compensate the deficiency **(Gujrat 2013, 2015)**
We must **make up for** the lost time.

13 **Make at:** to attack (حملہ کرنا) **P.U. 2006**
He **made at** her with a knife.

21. Pass

1 **Pass away:** (مرنا) to die **P.U. 2012 V.Imp**
Mr. Karim **passed away** in the morning.

2 **Pass for:** (سمجھا جانا) to be considered**(V.Imp)**
He **passes for** a wise man in the town. **(V.Imp)**

3 **Pass over:** (چشم پوشی کرنا) to over look.
You should **pass over** such unimportant things.

4 **Pass through:** (برداشت کرنا) to undergo
He has to **pass through** many hardships of life.

5 **Pass by:** (نظر انداز کرنا) to go by, to ignore
I passed by his mistakes and did not take him to task.

6 **Pass on:** (جاری رکھنا) to proceed
Let us **pass on** the journey. OR Let us now **pass on** the next subject.

7. **Pass off:** (ختم ہونا)
The pain in your heel will **pass off** soon.

8 **Pass from:** (چھوڑنا) to leave **(V.Imp)**
Let us now **pass from** this; we have discussed it long enough.

9 **Pass into** (آپس میں مل جانا) mix into **(V.Imp)**
In a rainbow (قوس قزح) the colours **pass into** one another.

10 **Pass out:** (بے ہوش ہو جانا) to faint **(V.Imp)**
He **passed out** in the car accident.

22. Pull

1 **Pull down:** (گرا دینا) to demolish
This building is old, and it must be **pulled down.(V.Imp)**

2 **Pull in:** (اکٹھے کام کرنا) to exert together **(V.Imp)**
We should **pull in** like a team.

3 **Pull away:** (چھٹ نکلنا) to free one selfe
She tried to **pull away** from the man who was holding her.

4 **Pull round:** (شفا، بچنا) to restore health. **(V.Imp)**
The doctor **pulled** him **round** his serious illness.

5 **Pull through:** (تباہی سے بچانا، صحت یاب ہونا) to save from ruin. **P.U. 2003**
We must **pull** the business **through** somehow. **(V.Imp)**

6 **Pull up:** (ٹھہرانا) to stop. **P.U. 2009**
Aslam **pulled up** at the red light and we stopped behind.

7 **Pull about:** (ایک طرف سے دوسری طرف کو کھینچنا) to pull from one side to the other.
He **pulled about** the gate and entered the house in rain.

8 **Pull out:** (باہر نکالنا) to draw out
Please **pull out** the pin.

9. **Pull together :** to work unitedly (مل جل کر کام کرنا)
All the members of the staff should **pull together** to improve the result.

23. Put (V.Imp) **Expected.**

1 **Put by:** (مستقبل کے لئے بچا کر رکھنا)to store in for future use.
You should **put by** something against the rainy day.

2 **Put down:** (دبا دینا) to crush
The king could not **put down** the enemy.

3 **Put forth:** (زور لگانا) to exert
He is **putting forth** his efforts to pass the examination.

4 **Put off:** (ملتوی کرنا) to postpone **Gujrat 2009, Sargodha 2011**
Do not **put off** your meeting.

5 **Put on:** (زیب تن کرنا) to wear
Pleas **put on** your new clothes.

6 **Put out:** (بجھا دینا) extinguish **(V.Imp)**
Please **put out** the lamp.

7 **Put up:** (قیام کرنا) to stay **V.Imp** **P.U. 2003**
He is **putting up** with us these days.

8 **Put up with:** (برداشت کرنا) to endure
(V.Imp) Gujrat 2011, P.U. 2013, Gujrat 2013, 2014 Group-I), (P.U. 2018)
I cannot **put up** with my insult.

9 **Put in:** (گزارش کرنا، پیش کرنا) to submit **(P.U. 2013)**
Please **put in** your application by tomorrow.

10 **Put back:** (اصلی حالت پر لانا) to restore to the original place.

Put back this book in the place where you got it.

11 **Put away:** (کسی دراز یا بکس میں محفوظ کرنا) to preserve

Put you toys **away** in the cupboard (الماری) when you have finished playing.

12 **Put across:** (تشریح کرنا)

I am not **putting across** my meaning very well.

13 **Put in for:** (کلیم کرنا، دعوی کرنا) to lay claim to

I mean to **put in for** a share of the profits.

14 **Put forward:** (پیش کرنا) to move forward

He will **put forward** his son as a candidate at the next election.

24. Run (V.Imp) Expected

1 **Run after:**(پیچھے دوڑنا) to follow

The police **ran after** the thief and arrested him.**(V.Imp)**

2 **Run against:** (ٹکرانا) to collide

The ship **ran against** the rock.

3 **Run down:** (صحت کا گرنا) to be enfeebled **P.U. 2008**

His health has **run down.**

4 **Run into:** (پھنس جانا) to be involved

He has **run into** debt. (قرض)

5 **Run out:** (ختم ہونا) to end. **(V.Imp)** **P.U. 2005, 2011**

Our stocks of sugar have **run out.**

6 **Run over:** (کچلے جانا) to overflow (کناروں سے بہہ جانا)

A child was **run over** by a car.

The bus **ran** him **over.**

The water is **running over** the sides of the canal.

7 **Run through:** (ضائع کرنا) to squander away.

He will soon **run through** his fortune. (خوشحالی) **(V.Imp)**

8 **Run up against:** (ٹکرانا) to collide with **P.U. 2008, 2009**

My car **ran up against** a tonga last evening.

9 **Run in:** (پکڑے جانا) arrested

The thief was **run in** by the police.

10 **Run off:** (بھاگ جانا) to flee

The thief **ran off** as soon as he saw the police.

11 **Run at:** (حملہ کرنا) to attack

The lion **ran at** the farmer and tore him to pieces.**(V.Imp)**

12 **Run away:** (بھاگ جانا) to flee
The soldiers threw down their arms and **ran away.**

13 **Run away with:** (اغوا کرکے بھاگ جانا) to assist in abducting**(V.Imp)**
The old man **ran away with** his neighbour's daughter.

14 **Run up:** (جلدی جلدی قائم کرنا) to put up quickly
He has **run up** a house in the city.

15. **Run across:** to come by a thing by chance (ہاتھ لگنا)
I ran **across** an old photograph of mine yesterday.

25. Set (V.Imp) Expected

1 **Set about:** (شروع کرنا) to begin.
Set about your business as soon as possible.

2 **Set a part:** (مخصوص کرنا) to reserve
I have **set apart** some money for the poor.

3 **Set aside:** (بالائے طاق رکھنا) to disregard **(V.Imp)** , **Sargodha 2011**
He **set aside** all objections and listened to me.

4 **Set down:** (تحریر کرنا، لکھنا) to record, to write
Please **set down** your plan as soon as possible.

5 **Set in:** (شروع ہونا) to begin. **(V.Imp)**
Rains have **set in** early this year.

6 **Set off:** (روانہ کرنا) to start **(V.Imp) Sargodha 2011**
We shall **set off** to Lahore next morning.

7 **Set on, upon:** (چھوڑنا) **P.U. 2003**
The dogs were **set on** the poor beggar.

8 **Set out:**
He has **set out** on his journey to Karachi.**(V.Imp)**

9 **Set to:** (جوش و خروش سے کام میں لگ جانا) to begin
They **set to** work and finished it in a day.

10 **Set up:** (قائم کرنا) to establish
We have **set up** a factory here.**(V.Imp)**

11 **Set forth:** (بیان کرنا) to explain
He asked me to **set forth** my views on co-education.

12. **Set up for:** to claim (دعویٰ کرنا) **P.U. 2009**
He **sets** himself **for** an experienced driver.

26. Stand

1 **Stand by:** (مدد کرنا) to help
He **stood by** me in poverty. **(V.Imp)**

2 **Stand for:** (نمائندگی کرنا) to represent **(V.Imp)** P.U. 2008

He **stands for** intelligence (ذہانت) and honesty.

3 **Stand off:** (علیحدہ رہنا) to remain aloof.

Stand off from the company of drunkards.

4 **Stand out:** (نمایاں ہونا) to look prominent **P.U. 2005**

His work **stands out** from that of others.

5 **Stand to:** (تعمیل کرنا) abide by

You should **stand to** your words and help him.

6 **Stand over:** (ملتوی کرنا) to postpone

The meeting was **stood over** due to rainfall.

7 **Stand up for:** (قائم کرنا، رکھنا) to maintain

A gentleman **stands up for** his noble views.

8 **Stand out against:** (ہار ماننے سے انکار کرنا) refusal to yield

He **stood against** all our efforts to persuade (قائل کرنا) him.

9 **Stand up:** (اٹھنا) to rise from the sitting posture **(V.Imp)**

He **stood up** in the class, and answered the teacher.

27. Take (V.Imp) Expected

1 **Take after:** (مشابہ ہونا) to resemble. **(V.Imp)**

She **takes after** her mother.

2 **Take away:** (لے جانا) to remove

He has **taken away** my book.

3 **Take down:** (لکھنا) to write **P.U. 2008 (V.Imp)**

Take down what I dictate you.

4 **Take for:** (تصور کرنا، رکھنا) to regard

He **took** me **for** a thief.

5 **Take in:** (فریب دینا) to deceive **P.U. 2008, Gujrat 2014 (V.Imp)**

I was **taken in** by his friendly manners.

6 **Take off:**(اتارنا) to put off

Please **take off** your old coat and wear a new one.

7 **Take over:** (اختیار سنبھالنا)to assume

I **took over** the charge of this office yesterday.

8 **Take to:** (لت پڑنا) addicted to **(V.Imp) Sargodha 2013**

He has **taken to** drinking.

9 **Take up:** (مشغلہ اختیار کرنا) to begin hobby

He **took up** to cricket and became a very good player.

10 **Take out:** (نکالنا، ہٹانا) to extract. **(V.Imp)**

The dentist **took out** two of his teeth.

11 **Take from:** (تفریق کرنا) to substract

Take four **from** seven and three remains there.

12 **Take back.** (واپس لینا) to withdraw

I **take back** all I have said.

28. Turn

1 Turn away: (برطرف کرنا) to dismiss **(V.Imp), P.U. 2011**

He has **turned away** three applicants.

2 Turn down:(رد کرنا) to reject **(V.Imp)** **Sargodha 2011**

He has **turned down** my proposal.

3 Turn into: (تبدیل کرنا) to change

Can you **turn** this passage **into** Urdu

4 Turn on:(چالو کرنا) to start **(V.Imp)**

Please **turn on** the radio.

5 Turn out: (نکالنا) expel **Sargodha 2010**

The teacher **turned** the boy **out** of the class.

6 Turn up:(ظاہر کرنا) to appear **P.U. 2009, 2014, Sargodha 2013**

Let us see what **turns up** next.

7. **To beat off:** an attack to repeat (حملے کو پسپا کرنا)

Our army **beat off** attack in the Sialkot sector.

8 **Turn to:** متوجہ ہونا attend to

Turn to God for mercy and help.

9 **Turn upon:** (مرکوز ہونا) attend to

His whole argument (دلیل) **turned upon** the advantages of co-education.

10 **Turn back:** (پیچھے ہٹانا) drive back

Can any force **turn back** the coming storm?

11 **Turn over:** Turn something so that the other side becomes visible. (واضح۔ جسے دیکھا جا سکے)

He **turned over** the page and went on reading. **(V.Imp)**

12 **Turn aside:** (پرے ہٹنا) to deviate **(V.Imp)**

Never **turn aside** from the path of truth.

13 **Turn in:** to enter a house for a short visit (کسی کے گھر تھوڑی دیر کیلیے داخل ہونا)

I **turned in** to enquire after his health.

Miscellaneous Phrasal Verbs

(Part II)

Alphabetically arranged

1 **Account for:** (وضاحت کرنا، دلیل دینا) give a good reason for some action or expenditure
I cannot **account for** his foolish behaviour in the marriage party.

2. **Agree to:** to say that one will do or allow something (متفق ہونا) **P.U. 2006**
He **agreed to** our request.

3. **To attend on:** to look after (دیکھ بھال) **P.U. 2003**
I have a good doctor **attending on** me.

4 **Back out:** (مکر جانا) withdraw from an engagement or contract.
(V.Imp) Sargodha 2011, P.U. 2011
He **backed out** of the contract (معاہدہ) at the last moment.

5 **Back up:** (تائید کرنا، حمایت کرنا) to support, to sustain. **(V.Imp)**
He is always ready to **back up** his friends.

6. **Beat back:** to push back (پیچھے دھکیلنا) **P.U. 2008(V.Imp)**
The Pakistan Army **beat back** the Indian Army in 1965.

7. **Blind in:** Unable to see (اندھا ہونا) **P.U. 2009**
I am **blind in** one eye.

8. **Boil over:** If a liquid boils over, it flows over the side of container.(کسی مائع شے کا ابل کر برتن کے کناروں سے اوپر چلے جانا) **P.U. 2006 (V.Imp)**
Keep an eye on the milk, do no let it **boil over.**

9. **Bridge over:** (اختلاف ختم کرنا) to reconcile two parties that have mutual differences. **(V.Imp)**
Let India and Pakistan **bridge over** their differences about Kashmir.

10. **Brood on, over:**(سوچنا، سمجھنا) Muse on
Let us **brood over** the cause of our failure in the examination.

11. **To brush aside:** to refuse to pay attention (توجہ نہ کرنا، رد کرنا)
The principal brushed aside my application.

12. **Buy off:** to bribe some (رشوت دے کر خرید لینا) **P.U. 2010, 2011, G.C Faisalabad 2013 (V.Imp)**
It is not difficult to **buy** a politician **off.**

13 **Clean up:** (صاف کرنا) to make the place clean
The painters always **clean up** when they finish painting.

14. **Clear away:** (جگہ پیدا کرنے کے لئے اشیا کو ہٹانا) to remove articles, usually in order to make space
Please **clear away** these papers to make this place beautiful.

15. **Clear up:** (بارش کے بعد آسمان کا صاف ہونا) to become fine after the clouds or rain. **(V.Imp)**
I hope, the sky will soon **clear up.**

16 **Catch up:** i. To snatch or take up suddenly (کسی چیز کا چھین لینا) ii. to overtake P.U. 2007

He **caught up** the bread from the bazaar and ate it.

Please **catch up** your friend in his studies.

17 **Catch at:** (پکڑنا، گرفت میں لینا) to lay hold of **(V.Imp)**

A drowning man **catches at** a straw.

18 **Close down:** (کوئی کاروبار یا دوکان وغیرہ بند کرنا) shut permanently (of shop or busines)**(V.Imp)**

Habib Bank **closed down** some of its branches in the village.

19 **Close up:** (قریب ہو کر بیٹھنا) to come nearer together.

Please **close up** a little, so that there may be room (گنجائش) for the rest to sit in.

20 **Concede to:** (عطا کرنا، مان لینا) to yield, to grant. **(V.Imp)**

Better **concede to** all his needs.

21 **Conform to:** (کے مطابق ہونا) in agreement **(V.Imp)**

Our college **conforms to** its old traditions.

22 **Confide in, to** : (اعتماد میں لینا) to share a thing or secret with a person. **(V.Imp)**

Do not **confide** your secrets to everyone.

23 **Cope with:** (کنٹرول کرنا) to manage.

I cannot **cope with** my recent problems. **(V.Imp)**

24 **Crop up:** (ایک دم ظاہر ہو جانا) to appear or arrive unexpectedly.

A new difficulty **cropped up** and we delayed our journey to Lahore.

25 **Count on, upon:** (بھروسہ کرنا) to trust

I cannot **count on** your help in time of trial.

26 **Crow over:** (کسی کو نیچا کر کے خوشی سے جھومنا) to exult over a vanquished adversay, to boast. **(V.Imp)**

Sargodha 2015

He **crowed over** me because he had a car and I had none. **OR**

He **crowed over** me by insulting me before the officers.

27 **Cry down:** (حقیر جاننا) to make a little of **(V.Imp) P.U. 2007**

The success of our cricket team was **cried down** by its enemies.

28 **Cry for:**(کسی شے کو حاصل کرنے کے لئے کوشش کرنا) to cry with the object of getting a thing.

The child is **crying for** his toys.

29 **Cry out against:** (احتجاج کرنا) to protest **(V.Imp)**

People **cry out against** the high rates of electricity.

30 **Cry out:** (شور کرنا، درد سے چلانا) to shout **(V.Imp) P.U. 2006, (P.U. 2016)**

She **cried out** with pain as she was shot at in the leg.

31 **Deal out:** (تقسیم کرنا) to distribute **(V.Imp)**

A judge should **deal out** equal justice to all.

32 **Deal with:** (سلوک کرنا) to treat ill or well.

He **deals** well **with** his customers

33. **Die out, or Die off P.U. 2008, Sargodha 2015 (V.Imp)**

All his talks about war will **die out** in the long run.

34 **Die away:** (آہستہ آہستہ مدھم ہونا) to become gradually fainter. **(V.Imp)**

The cries of wounded soldiers **died away.**

35 **Die down:** (آہستہ آہستہ کسی بغاوت یا جوش وغیرہ کا ختم ہونا) to become gradually . **(V.Imp) P.U. 2005**

The riots in the city soon **died down.**

36 **Die out:** (رسم و رواج، نسل وغیرہ کا ختم ہونا) to become extinct of some custom, race or species of animal. **(V.Imp) (P.U. 2004)**

The evil customs will **die out** soon.

37 **Do in:** (مار ڈالنا، خودکشی کرنا) to kill someboy or oneself.

They were professional killers who **did in** Saleem.

38 **Do out:** (صاف کرنا) Clean **(V.Imp)**

She **did** the room **out** completely.

39 **Draw up:** (تحریری معاہدہ یا مجموعہ تیار کرنا) to make a written plan or agreement.

My lawyer **drew up** the agreement and we signed it.

40 **Draw back:** (واپس لینا) to recite, to recoil

It is difficult to **draw back** now; the plans are all made.

41 **Draw out:** (کسی سے کوئی بات اگلوانا) to elicit opinion of a person.

The police managed to **draw him out** in the end.

42 **Draw to:** (کشش محسوس کرنا) to feel attractive

I was **drawn to** his softness soon.

43 **Dress up:** (تکلفانہ لباس پہننا۔ کسی تقریب میں جانے کے لیے لباس پہننا) to adorn by dressing.

Most of us **dress up** on the wedding ceremony.

44 **Drop in:** (بغیر اطلاع دیے ہوئے آنا) Pay a short unnoticed visit **(V.Imp)**

He **dropped in** at my house to enquire after my health.

45 **Drop out:** (واپس لینا، پیچھے ہٹ جانا) to retire from a plan. **(V.Imp)**

i. He was **dropped out** of college.

ii. Aslam had to **drop out** of race because of injury.

46. **Drop off:** to decrease in number **P.U. 2010**

The attendance in the class has **dropped off.**

47 **Egg on:** (اکسانا) to instigate, to urge on **(V.Imp) (P.U. 2003)**

Who **egged** you **on** to quarrel with your old friend?

48. **Fall across** : to lower in prices (قیمتیں کم کرنا)

Prices of cotton have **fallen across** the market.

49 **Fill in/ up:** (بھرنا، مکمل کرنا) to complete

I had to **fill in / up** three forms to get my new passport.

50 **Find out:** (تلاش کرنا) to dicover

He was unable to **find out** the correct answer.

51. **Fix up:** to arrange something for some one (کسی کیلئے کوئی انتظام کرنا) **(P.U. 2018)**

I got the travel department to **fix** the trip **up.**

52 **Hand in:** (اپنے ہاتھ سے دینا) to give by hand.

I handed **in** my resignation (استعفیٰ) to my officer. **(V.Imp)**

53 **Hand on:** (کسی چیز کو دوسرے کے حوالے کرنا) to pass a thing on to another hand. **(V.Imp)**

This packet of biscuits was not for me; I **handed** it **on** to my friend.

45 **Hand over:** (حوالے کرنا) to surrender authority. **(V.Imp)**

I handed over the charge to the new headmaster.

55 **Hand out:** (کسی شے کو نکال کر ہاتھ میں دینا) to bring out a thing from and put it forward with the hand.

I **handed out** my book to the servant in the morning.

56 **Hand down:** (کسی خبر یا روایت کو منتقل کرنا) to pass on (traditions/ information)

This legend (کہانی) has been **handed down** from father to son.

57 **Hang about/ around:** (انتظار کرنا، آوارہ گردی کرنا) to loiter or wait.

Do not **hang about;** we have got a train to catch.

58 **Hang on:** (کسی چیز سے چپٹے رہنا) to continue clinging to something. **(V.Imp)**

He will **hang on** to his old house till the last day of his life.

59 **Hang over:** (ملتوی کرنا) to suspend over

The discussion of this case can easily **hang over** to the next day.

60. **Hush up:** to make some one quiet (خاموش کرنا)

Hush up the T.V is on. OR O Kay, I shall try to **hush it up.**

61 **Knock off:** stop work for the day. **(V.Imp)**

English workmen usually **knock off** at 6 a.m.

62 **Knock about:** to eat or drink excessively بہت زیادہ کھانا پینا)

He **knocked about** two bottles of milk in ten minutes.

63 **Knock down:** to fall, to over turn (گرنا) **(V.Imp)**
He **knocked** his opponent (مخالف) **down** in boxing.

64 **Knock out:** (کسی کو مار مار کر بے ہوش کرنا) hit someone hard that he falls unconscious. (V.Imp)
In the boxing competition, he **knocked out** his opponent. (مخالف)

65 **Knock against:** (ایک دوسرے کے ساتھ) to strike against **(V.Imp)**
The goods placed in the car **knocked against** each other.

66 **Knock up:** (دروازہ کھٹکھٹانا) to ensure by knocking. **(V.Imp)**
Knock me **up** at ten in the morning.

67 **Let down:** (کسی کی اہمیت کو گرانا) to lower.
He **let** me **down** before the officer by his insulting remarks.

68 **Let in** (اندر آنے کی اجازت) to allow to enter.
I did not **let** him **in** the meeting.

69 **Let out:** (کرائے پر دینا) to lease or hire. **(V.Imp)**
He **let out** his car on hire.

70 **Lock up:** (قید کرنا، محفوظ کر لینا) to put in a lock place. **(V.Imp)**
She **locked up** her ornaments in a box.
Please **lock up** the room before you go to bed.

71 **To pass through:** to experience(تجربہ کرنا)
He has learnt a lot after **passing through** the hardships of life.

72 **Pay up:** (پوری رقم ادا کرنا) to pay money owed in full.
He **paid up** the loan (قرض) to the bank last month.

73 **Pick up:** (کسی کو اپنے ساتھ لے جانا، گاڑی وغیرہ میں بٹھا کر لے جانا، سیکھنا، حاصل کرنا)
i-to raise or lift a person, ii- to learn without efforts.
He **picked up** the child and carried him to his house. OR
He **picked up** his lesson of English very soon.

74 **Pick out:** (منتخب کرنا) to choose, to select.
Here are the books; **pick out** the one you like.

751 **Play on, upon:** (موسیقی کا آلہ بجانا) **(V.Imp) (P.U. 2004)**
Do not **play on** violin at the time of prayer.

76 **Play with:** (کسی کے ساتھ کھیلنا) to engage in, to have fun with.
Let me go and **play with** children.

77 **Pry into:** (کسی شے کو شک و شبہ سے دیکھنا) to inspect closely
Do not **pry into** secrets of others.

78 **Push for** : make repeated and urgent requests for, demand (مطالبہ کرنا)

The workers **are pushing for** higher wages.

79. **Push on**- contihue going (سفر جاری رکھنا)

The travellers **pushed** on without halting.

80 **Ring up:** (ٹیلی فون کرنا) to telephone

I shall **ring** the manager **up** tomorrow. **(V.Imp)**

81 **Ring off:** (ٹیلی فون بند کرنا)

He **rang off** before I could ask his name. **(V.Imp)**

82 **Ring out:** make a sudden sharp noise (شدید آواز نکالنا) **(V.Imp) P.U. 2008**

a A sharp noise **rang out.**

b His voice rings out across the school.

83 **Round up:** drive or bring together. (گھیر کر لانا) **P.U. 2009**

The police **rounded up** the criminals.

84 **Rub out:** (مٹا دینا) to erase pencil or ink marks. **(V.Imp)**

Please **rub out** the wrong statement in your letter.

85 **Rub up:** (چمکانا) to revise one's knowledge. **(V.Imp)**

Read this book to **rub up** your knowlege of English.

86. **To rule out:** to disallow, to leave out

We must not **rule out** the possibility of bad weather.

87 **See off:** (کسی کو الوداع کہنا) Accompany an intending traveller to his train/ plane. **(V.Imp)**

I went to the railway station to **see** my brother **off.**

88 **See through:** (بھانپ لینا) to discover a hidden attempt to deceive **(Gujrat 2014 Group-I)**

I **saw through** his game soon.

89 **See out:** (کسی کو رخصت کرنے کے لئے دروازے پر جانا) accompany a departing guest to the door of the house.

When the guests leave, he usually **sees** them **out.**

90 **See over:** (کسی دوکان کا معائنہ کرنا) to go into every room, examine it often with a view to buying or renting.

I may like to **see** your house **over** as soon as possible.

91 **See to:** (دیکھ بھال کرنا) to look after.

Please **see to** the food till I am away.

92 **Sell out:** (بیچ ڈالنا) sell out that you have **(V.Imp)**

He **sold out** his property in his old age.

93 **Show off:** (نمایاں کرنا) to make a show off

She has gone to the wedding party to **show off** her new dress.

94 **Shut up** (قید کرنا) to confine or imprison.
The S.P has **shut up** the criminals for the night.

95 **Sit down:** (بیٹھنا) to place oneself in a seat.
He **sat down** and told a long story.

96 **Sit out:** (فنکشن کے آخر تک بیٹھے رہنا) to sit till all is done. **(V.Imp)**
We **saw out** till the lecture ended.

97. **Sit back:** to rest **P.U. 2009**
He just **sat back** and let it all happen.

98 **Stamp out:** (جڑ سے اکھاڑنا)to root out **(V.Imp)**
Try to **stamp out** corruption (بدعنوانی) from the country.

99 **Send for:** (بلا بھیجنا) to call, to summon **(Gujrat 2014 Group-I) (V.Imp)**
Please, **send for** the doctor.

100.**Send on:** (کسی کے پیچھے کوئی چیز بھیجنا) to send after some person.
The college **sent on** to me many letters after my retirement.

101. **Stand by:** to support (مدد کرنا) **(V.Imp)**
I shall **stand by** you in your difficulties.

102. **Stand out:** (نمایاں ہونا) to be conspicious.**(V.Imp) (P.U. 2005)**
This house **stands out** from others due to its red colour.

103. Stand for: (نمائندگی کرنا) to represent **(V.Imp)**
What does B.B.c **stand for?**

104. To strike down: To injure or to strike a person with something (زخمی کرنا)
He **struck down** his friend and ran away.

105. **Stand up to:** (مزاحمت کرنا) to resist
This type of building **stands up to** wind very well.

106. **Stay up:** (دیر سے سونا) to remain out of bed till late.
I **stayed up** late to watch the film.

107. Stick to: to firm about (اپنے خیالات میں پختہ رہنا) **P.U. 2005**
Please **stick to** the traditions of Islam at every cost.

108. **To tear away, off, up:**
Some criminals **tear away** (جدا کرنا) children from their parents.
The angry crowd **tore off** (توڑنا) branches from the tree.
He **tore up** the letter and threw it away.

109. **Tell upon:** (اثر ڈالنا/اثر کرنا) **(V.Imp)**
Hard work **told upon** his health.

110. **Throw away:** (انکار کرنا) to reject

He **threw away** my application with a sense of pride (فخر غرور)

111. **Throw out:** (انکار کرنا، رد کرنا) to reject

The bill was **thrown out** by the parliament.

112. **Throw up:** i. to bring food or drink up from you stomach (معدے سے کھایا پیا نکالنا)

ii. to produce new ideas and problems (نئے خیالات پیدا کرنا)

i. Saleem was bent over the basin **throwing up** the whole material of his stomach.

ii. Some interesting ideas were **thrown up** at the meeting.

113. **Tide over:** (مشکلات پر قابو پانا) to overcome difficulties. **(V.Imp)**

Try to **tide over** your present difficulties.

114. **Wait on:** (نوکروں کی طرح بیٹھ کر انتظار کرنا) to attend a person as a servant would. **(V.Imp)**

A delegation **waited on** the Minister yesterday.

115. **Wear away:** (آہستہ آہستہ ختم ہونا) gradually reduce

The words in this book will **wear away** after sometimes.

116. **Wear off:** (آہستہ آہستہ غائب ہونا) to disappear gradually.

This pain in your heel will soon **wear off.**

117. **Wear out:** (پرانا ہونا، ناقابل استعمال) No longer serviceable. **(V.Imp)**

Children **wear** these shoes **out** very quickly.

118. **Wind up:** (ختم کرنا) to come or bring to an end. **(V.Imp)**

He **wound up** the debate by insulting the leader of opposition.

119. **Wipe out:** مکمل طور پر تباہ کرنا to destroy completely. **(Gujrat 2013)**

Cholera (ہیضہ) **wiped out** many families in the ciy. **(V.Imp)**

120. **Work out:** (نتیجہ نکالنا) to effect or produce a result

He **worked out** a plan to build a hospital . **(V.Imp)**

121. **Work off:** to get rid of (نجات حاصل کرنا)

Please, **work off** your idleness.

Part-III

Some useful Phrasal Verbs written or spoken to describe different situations in life

(1) The Classroom and Learning

1. **Hand in** (*give*) دینا، پیش کرنا
   The teacher asked his students to **hand in** their homework till tomorrow.
2. **Hand out** (*to give*) دینا
   The teacher asked the peon to **hand out** each student an answer sheet.
3. **Rule out** (*to clean*) مٹانا، صاف کرنا
   Please, **rule out** what is written on the board.
4. **Work out** (*calculate*) حساب لگانا
   Please **work out** the expenditure of the garden party as soon as possible.
5. **Cross out** (*to put a line through any rough work.*) مسودے میں کسی شے کو خارج کرنے کیلئے لائن لگانا
   Cross out the rough draft of the précis.
6. **Miss out** (*to leave the examination questions*) امتحانی سوال کو غلطی سے چھوڑ دینا
   When you have finished the examination, please see if you have not **missed** any question.
7. **Fall behind** (*fail to do a work by a particular time*) وقت پر کام ختم کرنا
   She **fell behind** with her school work as she was suffering from fever.
8. **Catch up** (*reach the same standard as the rest of the class*) باقی طلباء کے مطابق کام یا ترقی کرنا
   It is very difficult for me to **catch up** with the position holders of the class.
9. **Play up** (*behave badly*) بُرے طریقے سے پیش آنا
   The class boys **played up** when the new teacher arrived in the class.
10. **Mess up** (*to do a thing badly*) کسی کام کو بدسلیقگی سے کرنا
    .Salma **messed up** her examination though she was an intelligent girl.

(2) Telephoning

1. **Call back** (*telephone someone for the second time*) دوبارہ کسی کو ٹیلیفون کرنا
   I shall **call** you **back** tomorrow.
2. **Put through** (*connect a telephone caller to the person they want to speak to*) ٹیلیفون کال ملانا
   Could you **put me through** to the doctor, please?
3. **Cut off** (*to disconnect the telephone call*)
   I was talking to my father but was soon **cut off** by someone.
4. **Listen in** (*secretly listening to a conversation*) کسی کی بات کو خفیہ طور پر سننا
   Do you think someone is **listening in** on our conversation?
5. **Get through** ٹیلیفون کے ذریعے رابطہ ہونا

(a) To be connected through a telephone call. Do you feel that you **got through** to your parents yesterday.

6. **Put on** (*to inform*) بلانا، اطلاع کرنا

   My mum talks to me and then **puts** my dad **on**.

7. **Hang up** (*end of telephone call by replacing the part of the phone that you are speaking into*) ٹیلیفون کے بولنے والے حصے کو رکھ دینا

   I do not **hang up** during my conversation with my parents.

(3) Health

1. **Throw up** (*vomit*) قے کرنا

   I kept **throwing up** yesterday.

2. **Come down with** OR **Go down with** معمولی بیماری سے بیمار ہونا

   (*become ill, usually with a disease that is not very serious, e.g., flue, cold.*)

   I think I'm **coming down** with flue/or **going down with** flue.

3. **Fight off** (*trying hard to get rid of*) بیماری کا مقابلہ کرنا

   I am **fighting off** a sore throat.

4. **Put something** (*to get a part of the body dislocated*) جسم کے کسی عضو کا اتر جانا

   I have **put** my shoulder **out**.

5. **Shake off** (*get rid of*) نجات حاصل کرنا

   I cannot **shake off** this cold.

6. **Block up** (*filled so that you are unable to breathe*) بند ہو جانا

   My nose is **blocked up**.

7. **Pass out** (*to become unconscious*) بے ہوش ہونا

   I've **passed out** a couple of times recently.

8. **Break down** (*to be disorder, health*) صحت کا خراب ہونا

   Her sister **broke down** after her divorce and was sick for several months.

9. **Care for** (*look after someone in illness*) بیماری میں کسی کا خیال رکھنا

   His son did not **care for** him when he slipped from the ladder and got injured.

10. **Pull through** (*to secure from serious illness*) صحت یاب ہونا

    He **pulled through** infection with great difficulty.

11. **Passed away/Pass in** (*to die*) مرنا

    His grandfather **passed away** or **passed in** yesterday.

(4) Feelings

1. **Brighten up** (*suddenly look or feel happier*) خوش ہونا

   Please **brighten up**, you are depressing everyone.

2. **Cheer up** (*make or start to feel happy*) خوش کرنا

   The film **cheered** us **up** considerably.

3. **Hung up** (*to be worked*) نڈھال ہو جانا، تھک جانا

There is no point in being **hung up** about it. We can do nothing now.

4. **Break down** (*unable to control due to sudden grief*) غم سے نڈھال ہونا

She **broke down** when she heard the news of her divorce.

5. **Cool down** (*become calm*) غصے پر قابو پانا، پرسکون ہونا

You should **cool down** till I see you again.

6. **Calm down** (*to stop feeling angry, upset or excited*) ٹھنڈا ہونا، پرسکون ہونا

Please **calm down**. You cannot solve the problem by losing your temper.

(5) Food and Drink

1. **Go off** (*become not good to eat because it is too old*) باسی ہونا، کھانے کے قابل نہ ہونا

Put this meat in the freezer to make sure it did not **go off**.

2. **Thaw out** (*melt*) پگھلنا

Remove this meat from the freezer and **thaw it out**.

3. **Boil over** (*Flow over the side of the fry pan fan*) ابل کر برتن کے کنارے سے نکل جانا

Please make it sure that the soup may not **boil over.**

4. **Heat up**

Please **heat** the meat up before you steam it.

5. **Pick at** (*eat small amounts*) خوراک کی تھوڑی تھوڑی مقدار کھاتے رہنا

It's better to have big meats than just **pick at** things all day.

6. **Gobble down** (*eat very fast*) خوراک کو تیز تیز کھانا

Do n't **gobble** your food **down**. It will disturb your digestion.

7. **Eat in** (*eat at home*) گھر پر کھانا

Do not just **eat in** everyday. Go to some restaurant once a month.

8. **Eat out** (*to eat food at some restaurant*)

His mother did not cook food at home. So he **ate out** outisde.

9. **Fill up** (*to eat too much*) بہت زیادہ کھانا

Do not **fill** your stomach up with delicious food.

10. **Spill over** (*flow over the edge*) کنارے سے بہہ نکلنا

Hold your juice properly, it is **spilling over**.

11. **Wash down the glass / wash something down** (گلاس کو صاف کرنے کے لئے (نظر آخری قطرے کو بھی پی لینا)

Have a drink of water to **wash down** the tablet.

(6) Computers

1. **Back something up** (*make a copy of computer information so that you do not lose it*)
کمپیوٹر کی معلومات کا ریکارڈ رکھنے کیلئے اسے محفوظ کرنا
The student of computer is advised to **back** his work **up**.
2. **Key in** (*put information into a computer using a keyboard*)
You are advised to **key in** your material and try to save time.
3. **Print out** (*noun, printed copy of an electronic document*) کسی شے کا پرنٹ نکالنا
I always find it easier to read a **print out** myself.
4. **Zoom in** (*show a clear and detailed picture of something*)
You can just **zoom in** on the child's face.
5. **Log in/on** (*put your name into a computer so that you can start using it*)
اپنے نام وغیرہ کو کمپیوٹر میں ڈالنا تاکہ آپ اسے دوبارہ استعمال کر سکیں۔
You can **log on/in** using my password if you want to use the computer.
6. **Log off/out** (*finish using a computer system*) کمپیوٹر سسٹم کا استعمال ختم کرنا
Do not forget to **log off/out** when you have finished.
7. **Hack into something** (*to steal the material of a computer illegally*)
کمپیوٹر کے مواد کو چوری کرنا
Someone **hacked** into the computers at work and destroyed important data.
8. **Pick up something or pick something up** (*connect to the internet and access e-mail*)
ہر جگہ ای میل حاصل کرنے کیلئے کمپیوٹر کو انٹرنیٹ سے جوڑنا
I will take up my lap top now. I should be able to **pick up** my e-mail while I am away.
9. **Scroll a cross/down/up** (*move a cross/down/up a web page or other document on a computer screen*)
Scroll up to the top of the page.

(7) Weather

1. **Brighten up** (*to become warm by the sun rays*) گرم ہونا، روشن ہونا
I hope it will **brighten up** soon.
2. **Cloud over** (*covered with clouds*) بادلوں کا چھا جانا
The region will soon **cloud over** soon.
3. **Clear up** بادلوں کا چھٹ جانا
The cloudy weather **cleared up** soon.
4. **Warm up**
It will **warm up** in many regions of the country soon.
5. **Cool down** سرد ہو جانا
It will **cool down** a little because of the current winds.

6. **Snow in** برف باری کی وجہ سے گھر میں بیٹھے رہنا

   We could not move from house because we were **snowed in** for two days.

7. **Come on** بارش یا طوفان کا آ جانا

   The rain **come on** as soon as we came out of our home.

8. **Hold off** (*not start*)

   Fortunately the snow **held us off** until we had got safely home.

9. **Blot out** (*cover something*) ڈھانپنا

   If a cloud of smoke **blots out** the sun, it makes it invisible.

(8) Business Situation

1. **Cut back** (*spend less*)

   You should **cut back** your monthly expenses.

2. **Draw up** (*write*)

   Our players will **draw up** a new contract.

3. **Lay off** (*dismiss*) نوکری سے نکال دینا

   The company has **laid off** two hundred workers because of financial hardship.

4. **Sort out** (*to put right*) جائزہ لینا

   She paid a visit to the client to **sort out** the difficulties.

5. **Take on** (*accept*) تسلیم کرنا

   We are **taking over** the challenge of expanding overseas.

6. **Run into** (*to reach a particular point in business*)

   He **runs into** thousands of dollars a month in business.

7. **Hire out** (*to supply things for a short period on rent*) عارضی طور پر کرائے پر اشیا دینا

   He has set up a small company **hiring out** mobile phones to the students.

8. **Turn over** (*noun profit*) منافع

   His **turn over** in new business was very huge.

9. **Pour into it** (*provided*) مہیا کرنا

   He **poured** a large amount of money into his new business.

10. **Sell up** (*to sell a house or something else to live something else*)
    کوئی قیمتی شے بیچ کر نیا کاروبار کرنا

    He **sold up** his house and raised money to start a new business.

TEST No. 1

Based on (1- 5) set

Bear away, Bear up, Blow out, Blow up, Bear to, Break in, Break away, Break down, Break out, Bring in, Bring on, Bring over, Call on, Call off, Call over.

TEST No. 2

Based on (6- 10) set

Carry away, Carry out, Cast down, Cast aside, Cast away, Cast up, Come by, Come up, Come by, Cut down, Cut up, Cut through, Do up, Do away with , Do out

TEST No. 3

Based on (11- 15) set

Fall out, Fall away, Fall off, Get at, Get down, Get through, Get up, Get off, Give away, Give in, Give up, Go by, Go down, Go through, Hold out

TEST No. 4

Based on (16-20) set

Keep on, Keep up, Keep off, Lay by, Lay in, Live on, Live through, Live by, Live up to, Look forward to , Look up to, Look out, Make out, Make over, Make at

TEST No. 5

Based on (21-25) set

Pass away, Pass for, Pass out, Pull through, Put by, Pull together, Run out, Run off, Run after, Run away with, Set aside, Set off, Set up, Stand out, Stand by, Stand up, Take after, Take down, Take off, Take out, Turn up, Turn on, Turn down, Turn out

TEST No. 6

Advanced Phrasal Verbs

Based on (1-60) set

Bridge over, Clean up, Beat back, Catch at, Draw to, Die down, Do out, Drop in, Hand in, Hang on, Knock off, Knock out, Dress up, Egg on, Draw out, Let down, Find out, Deal in, Deal out

TEST No. 7

Based on (61-) set

Ring off, Play with, Rub up, round up, See to, Sit out, Stand by, Stand for, Tide over, Wear away, Wipe out, Work out, Work off, Wait on, Tell upon, Tear up

Complete Test

Phrasal Verbs

Ring up, Lock up, Let in, Pick out, Hand over, Fill in, Close up, Close down, Catch at, Turn on, Turn into, Set off, See in, Stand by, Stand off, Run out, Run through, Run at, Put up, Run after, Pull up, Pull out, Pass on, Make towards, Make over, Look out, Look for, Live up to, Lay by, Lay out, Keep in with, Keep up with, Keep at, Hold over, Go up, go on, Go in , Give away, Give up, Get up, Get on, Get off, Fall through, Fall out, Fall back upon, Do away, Cut down, Cut through, Cut off , Come at, Come by, Cast aside, Call up , Call in, Carry out, Carry away, Break out, Break up, Bring about, Bring up, Blow up, Blow out, Boil over, Bear out (Do any sixty)

CHAPTER 5

Pairs of Words

Words liable to be confused

Part-A

Words similar in sound but different in meanings

A

1. **Access**- approach (پہنچ، رسائی) **V.Imp**
   I have no **access** to the President of Pakistan.
   Excess- More than due (زیادتی، کثرت)
   Excess of everything is bad.
2. **Accept**- To receive a thing, to agree(منظور کرنا)
   The Principal **accepted** my request for fee concession. (فیس معافی)
   Except (سوائے)
   All the students **except** Akram have been fined (جرمانہ ہوا)
3. **Adapt**- Make fit (کے مطابق ڈھالنا)
   She **adapted** herself to the changing fashions of age.
   Adopt- Take up (اپنانا)
   He **adopted** unfair means (ناجائز ذرائع) in the examination.
   Adept- Clever, Skilful (ہوشیار)
   He is **adept** in the art of pleasing people.
4. **Advice** - Noun (نصیحت) **V.Imp**
   My **advice** fell flat (بے اثر) on him.
   Advise- Verb (نصیحت کرنا)
   I **advise** you not to smoke.
5. **Affect**- 1- To have an effect on (اثر کرنا) 2- To pretend to (بہانہ کرنا)
   1. The climate of this place has **affected** (متاثر کی) his health
   2. He **affected** (بہانہ کرنا) madness in the play.

   Effect- Result(اثر)
   1. His words produced no **effect** upon me (noun)
   2. The parties **effected** (سرانجام دینا)a compromise (سمجھوتہ، صلح) (Verb)
6. **Affection** - Love (پیار) **V.Imp**
   I have great **affection** for my students.
   Affectation- Pretence(بناوٹ)
   He is all pose and **affectation** (وہ بناوٹ کا مجسمہ ہے)

7. **Allusion**- Indirect reference (اشارۃً حوالے) **V.Imp**
He made many **allusions** from the poetry of Iqbal in his speech.
Illusion- Deceptive appearance (سراب نظر کا دھوکہ)
True happiness in this world is only an **illusion.** (اس دنیا میں سچی خوشی ایک سراب ہے)

8. **Altar** (Noun)- An elevated place of worship (عبادت گاہ)
He knelt down (جھکا)by the **altar** in the church.(وہ گرجے میں قربان گاہ کے سامنے جھکا)
Alter (verb)- To change
He **altered** his decision (فیصلہ)at the eleventh hour(آخری لمحے پر)

9. **Altogether** - Asolutely(مکمل طور پر) **V.Imp**
I am **altogether** ignorant of (بے خبر)your success in the examination .
All together- All in one company (سب مل کر)
They went to see the picture **all together.**

10. **All ready**- all prepared (تمام تیار) **V.Imp**
We are **all ready** to leave for Lahore.
Already- Before a suggested time (پہلے ہی سے)
He has **already** left for Lahore.

11. **Apposite**- Appropriate(مناسب)
Your answer was quite **apposite.**
Opposite- Contrary, facing back to back (بالمقابل واقع ہے)
My house is situated **opposite** to the Government College.

12. **Ascent**- Upward flight (چڑھائی)
The **ascent** of the Murree Hills is not very difficult.
Assent - Agreement(منظوری)
The President gave his **assent** to the University Bill.

13. **Aught**- Anything(معمولی سی) **V.Imp**
He might be dead for **aught** I care.
Ought- Should (چاہیے)
You **ought** to lend (ادھار دینا) him some money.

14. **Assay**- attempt (کوشش)
He **assayed** at climbing the hill.
Essay- Piece of writing (مضمون)
He wrote a beautiful **essay** on the poetry of Dr. Iqbal.

15. **Antics**- Queer- Odd (عجیب) **V.Imp**
Everybody laughed at his foolish **antics.** (احمقانہ حرکتوں پر)
Antique- of old times, old fashioned(پرانی)
This traveller has come from the **antique** land of Egypt مصر

B

16. **Bare-** 1.Adjective, uncovered (ننگا) 2- Verb- To uncover(ننگا کرنا)
He went in the bitter cold (سخت سردی) **bare** headed.
The dog **bared** its teeth.
Bear- Noun (An animal) ریچھ
He was killed in the forest by a **bear.**
(Verb) to endure برداشت کرنا
I cannot **bear** this insult.

17. **Bail-** Security (ضمانت)
The accused (ملزم) was released (رہا کر دیا گیا) on **bail.**
Bale - A bundle (گٹھا)
We have four hundred **bales** of cotton in our godown(گودام).

18. **Beach-** Shore (ساحل سمندر) **V.Imp**
We stood on the **beach** and enjoyed the beautiful scene of the sea.
Beech- A kind of tree (ایک خاص قسم کا درخت)
We have planted many **beech** trees in our garden.

19. **Baron-** Title of nobility(امیر جاگیردار) **V.Imp**
The **barons** are very powerful in England.
Barren- Not conducive to growth(بنجر)
He has many acres of **barren**(بنجر) land.

20. **Berth-** An alloted place (نشست)
Have you got your **berth** reserved (نشست محفوظ کرنا) in the Chenab Express?
Birth- The act of being born (پیدائش)
The **birth** of our great leader Quaid-i-Azam falls in the last week of Decembe

21. **Ballot-** Secret Vote (ووٹ)
We did not use the fake **ballot** (جعلی ووٹ) papers in the election.
Ballet- A dance (رقص)
We enjoyed the Chinese **ballet** at the theatre.

22. **Beat** (verb) to strike (مارنا)
The teacher **beats** the boys in the class mercilessly. (بے دردی کے ساتھ)
Beet- A vegetable (چقندر)
Sugar is made from **beet** also.

23. **Beside-** At the side (قریب، پہلو میں) **V.Imp**
He is sitting **beside** me in the class.
Besides- In addition to (مزید، علاوہ)
He gets a bonus **besides** his salary (تنخواہ)

24. **Break**- To separate into parts (توڑنا) **V.Imp**
He **broke** the window and entered the house.
Brake- Device for stopping the motion of the wheel (بریک)
The **brakes** of my car are defective (ناقص)

25. **Bridal**- Pertaining to marriage (عروسی)
She wore the **bridal** ring on her finger in the party.
Bridle- A rope etc for a horse (لگام)
I require a **bridle** for my horse.

26. **Born**- To be brought into existence by birth (پیدائش)
He was **born** with a silver spoon in his mouth. (امیر گھرانے میں پیدا ہوا)
Borne- Past tense of bear(برداشت کرنا)
He has **borne** his misfortunes (مصیبتیں)like a brave man.

C

27. **Calendar**- A table showing days and months of a year (سال کے دنوں اور مہینوں کا گوشوارہ) **V.Imp**
Please consult the wall **calendar** to know the exact day (ٹھیک دن)of your marriage.
Calender (verb) - to press cloth(کپڑا بیلنا)
Please **calender** this shirt of mine.

28. **Canon**- A rule in general (اصول) **V.Imp**
He follows the religious **canons** strictly(سختی کے ساتھ)
Cannon- A large gun (توپ)
The general decided to use **cannons** against the enemy.

29. **Canvas**- A kind of coarse cloth(موٹا کپڑا)**V.Imp**
He is wearing **canvas** shoes.
Canvass- To solicit vote(ووٹ مانگنے جانا)
He is **canvassing** for his friend, Akram

30. **Cast**- (verb) to throw (پھینکنا)
He **cast** the old books away.
Caste- A social class (ذات)
Ikram does not believe (یقین کرنا) in **caste** system.

31. **Ceiling**- The inner part of the roof(چھت کا اندرونی حصہ)
The **ceiling** of the room is painted red.
Sealing- To put a stamp (مہر لگانا)
The clerk was **sealing** the letters in his office.

32. **Cell** - A narrow room (کوٹھڑی)
The culprit (مجرم) was locked up in a **cell** (کوٹھڑی)
Sell- To give up something for money.
This book is **selling** like hot cakes. (یہ کتاب دھڑا دھڑ بک رہی ہے)

33. **Cite**- To quote (حوالہ دینا) **V.Imp**
He **cited** from the Holy Quran during the course of his speech.
Site- an important place (اہم جگہ)
His house is situated at a good **site.**
Sight- view
The hills of Murree present a good **sight.**

34. **Check**- To stop (روکنا) **V.Imp**
We could not **check** him from going to theatre.
Cheque- A written order, asking the bank to pay money.
I gave him a **cheque** worth Rs. one million (دس لاکھ روپے)

35. **Coarse** - Rough (کھردرا) **V.Imp**
My shirt is made of **coarse** clothes.
Course- Direction taken (راستہ)
The river Ravi has changed its **course.**

36. **Compliment**- A ceremonious greeting (سلام دعا)
Please pay my **compliments** to your mother.
Complement- That which fills up or completes (مکمل کرنے والا)
The husband and wife **complement** each other.

37. **Collusion**- A secret understanding for a fraudlent purpose. (فریب)
The thief ran away from the jail in **collusion** with the police.
Collision- The act of striking together(ٹکرانا)
Many lives were lost in the **collision** between a bus and a car.

38. **Chord**- A string of musical instrument (تار)
He broke the **chord** of the violin while playing on it.
Cord- A thin rope (رسی)
Please tie this packet with a piece of **cord.**

39. **Complacent**- Satisfied (خوش مطمئن) **V.Imp**
He feels **complacent** and happy at his success in the examination.
Complaisant- Obliging, polite(خوش گفتار)
He is liked by everyone because he possesses **complaisant** manners

40. **Coma** - Unnatural heavy sleep (مدہوشی)
His father is lying in a state of **coma** in the hospital.
Comma- A punctuation mark (کاما)
Please put a **comma** at the end of this sentence.

41. **Confidant** - A friend taken into confidence (راز دار) **V.Imp**
I told the secret of my failure in the examination only to my **confidant**.
Confident - Having confidence (پر اعتماد)
Pakistan is quite **confident** of her victory (فتح) in the cricket match.

42. **Corporal** - Pertaining to body (جسمانی) **V.Imp**
Corporal punishment must be prohibited(ممانعت ہونا) in schools (سکولوں میں جسمانی سزا ختم ہونی چاہیے)
God is not a **corporeal** being.

43. **Corps**- A body of troops. (کور، فوجی دستہ)
He got commission in the medical **corps** of the army.
Corpse- The dead body of human being (لاش).
His **corpse** was found lying in a ditch (خندق، کھائی)

44. **Cession**- To cede, to give up (علیحدہ ہونا)
The **cession** of East Pakistan from the West Pakistan was a tragic event (المناک واقعہ) of Muslim History.
Session- period during which a public body sits (عرصہ وقت)
The college hours for the summer **session** changed from the Ist April.

45. **Casual**- Occasional (اتفاقی) **V.Imp**
I applied for 3 days **casual** leave.
Causal - Of cause (سبب، وجہ)
There is a **causal** relationship between smoking and ill health.

46. **Council**- An assembly (کونسل) **V.Imp**
His father is a member of Union **Council**.
Counsel- Advice (مشورہ)
You should act upon the **counsel** of your teacher.

47. **Cemetery**- Graveyard (قبرستان) **V.Imp**
He is buried in the Muslim **cemetery**.
Symmetry- Harmony (تناسب کا حسن)
She has a fine **symmetry** of features(خدوخال)

48. **Cloth** - Unsewn fabric (ان سلا کپڑا)
We bought some country made **cloth** from the market.
Clothes- Garments(سلا ہوا کپڑا)
She washed her **clothes** herself.

49. **Clock** (کلاک)
When the **clock** strikes nine, I go to bank.
Cloak- A loose outer garment (چوغہ)
The English women wear **cloaks** now-a-days.

50. **Cue-** Hint(اشارہ) **V.Imp**

The actor missed his **cue** and came to the stage late.

Queue- (قطار)

Please stand in a **queue** and get the tickets in your turn (باری)

D

51. **Dairy-** Place for keeping milk, cattle (ڈیری) **V.Imp**

The butter of Pak **Dairy** is conducive (قوت بخش) to health.

Diary- A note book (روزنامچہ)

52. **Deceased-** Dead (مرحوم)

The **deceased** was a man of gentle habits.

Diseased- sick - ill (بیمار)

A **diseased** mind has a diseased body.

53. **Defer-** To put off (ملتوی کرنا)

The meeting of the college council was **deferred** to the next month.

Differ- To have a difference (اختلاف کرنا)

I **differ** with you in this matter.

54. **Dependant-** One who depends upon others (محتاج)

He has to support many **dependants.**

Dependent- Depending upon (انحصار)

Your success in the examination is **dependent** upon hard work.

55. **Deprecate-** to express disapproval (ناپسندیدگی) **V.Imp**

He **deprecated** my habit of over spending (فضول خرچی) in the parties.

Depreciate- to lose in value (قیمت میں کمی ہونا)

This car has **depreciated** in value due to over use (زیادہ استعمال)

56. **Descent** - Slope (ڈھلوان)

He injured his foot while coming down the **descent** of the hill.

Dissent- Disagreement (اختلاف)

There was a widespread (وسیع) **dissent** among the members of the cabinet over th bill.

57. **Device-** A scheme (طریقہ) **V.Imp**

He used a strange **device** to punish his servant.

Devise- Invent (ایجاد کرنا)

He **devised** a new machine for washing the clothes.

58. Dew - Moisture (نمی) that falls during night (شبنم)

The **dew** drops on the leaves of the grass looked like pearls (موتی)

Due- Owing as a rigth(حق)

I paid what was **due** to (واجب الادا) him.

59. Desert- A barren region (صحرا) **V.Imp**

The **desert** of Gobi is the most dangerous tract of land (زمین کا قطعہ) in the world.

Dessert- Fruit, served after a meal

After the dinner, they hosted us with a delicious **dessert.** (پھل وغیرہ جو کھانے کے بعد کھائے جاتے ہیں)

60. Die- To cease to exist (مر جانا)

He **died** of heart attack.

Dye- To stain, to colour (رنگنا)

Please **dye** my turban (پگڑی) red.

61. **Dose-** Measured quantity of medicine (دوائی خوراک)

You should take two **doses** of medicine daily.

Doze- Light sleep(اونگھنا)

He **dozed** in the class room and was punished by the teacher.

62. Draft- Script (مسودہ)

He prepared a **draft of his statement** (بیان)

Draught- One sip(گھونٹ)

He took the cup of milk in a single **draught.**

63. Dual- Double (دوہرا) **V.Imp**

We have got **dual desks in our class room.**

Duel- Fight between two persons. (ڈوئل)

They fought a **duel over a beautiful girl.** دو آدمیوں کے درمیان لڑائی

64. **Deference-** Respect (عزت)

You should pay **deference to your parents.**

Difference- A way of being unlike (اختلاف)

There is a great **difference** between a specialist and an ordinary (عام) doctor.

E

65. **Edible-** Fit to be eaten (قابل خوردنی) **V.Imp**

Doctors recommend (سفارش کرنا) **edible** oil for cooking.

Audible - Loud enough(جو سنائی دے سکے)

His voice was **audible** to me.

66. **Eligible-** Fit to be chosen (اہل) **V.Imp**
The women are also **eligible** for this post.
Illegible- Which cannot be read (جو پڑھا نہ جا سکے)
His handwriting is **illegible.**

67. **Emigrant-** A person who leaves his own country and goes to live in an other
(ملک کو چھوڑ کر دوسرے ملک میں بسنے والا)
Many Pakistani **emigrants** are not treated well in England.
Immigrant - One who comes into a country from another. (باہر سے آنے)
Many of the **immigrants** in America have been given land by the Government.

68. **Eminent-** Conclusion (مشہور) **V.Imp**
His father is an **eminent** doctor of the city.
Imminent- At hand(قریب)
The next war is **imminent.**

69. **Elicit-** To draw conclusion (نتیجہ اخذ کرنا)
I **elicited** much information from her.
Illict - Unfair (ناجائز)
He keeps an **illict** wine shop.

70. **Empire -** A group of countries under one kingdom(سلطنت) **V.Imp**
The British **Empire** marked the glory of the English before World War-II
Umpire- judge in the match(ایمپائر)
The **umpire** in the circket match did not act fairly(مناسب طور پر)

F

71. **Fair-** A show of goods advertising , beautiful خوبصورت **V.Imp**
The **fair** is in full swing. (پورے زور پر)
Fare- The price charged to carry a person (کرایہ آمدورفت)
What is the railway **fare** from Multan to Lahore

72. **Feat-** Bodily action showing skill or strength (کرتب)
The juggler showed many **feats** to us.
Feet- (پاؤں)
He washes his **feet** regularly.

73. **Flea -** An insect(پسو) **V.Imp**
The **fleas** in my bed did not let me sleep at night.
Flee- To run away (بھاگ جانا)
The Indian army **fled** away from the battle field in 1965 war.

74. Floor (فرش)

He sat on the **floor.**

Flour- (آٹا)

The price of **flour** is going up now-a-days.

75. Further- Advance space, time, quality etc (مزید پیش رفت) **V.Imp**

He **further** said that he would leave Pakistan soon.

Farther- At a greater distance (آگے دور)

We went **farther** in the valley (وادی) and saw a beautiful lion there.

G

76. Gait- A way or manner of walking (چال)

She has got a lovely **gait.**

Gate- Entrance (بڑا دروازہ)

The main **gate** of the college is locked.

77. Gaol- Prison (قید خانہ)

The court sent the thief to **gaol.**

Goal- Distance- destination (منزل مقصود)

He reached his **goal** after great difficulty.

78. Gamble- to play for money (جوا کھیلنا) **V.Imp**

He **gambled** away all his fortune.

Gambol- To frisk (اچھلنا کودنا)

The young ones (چھوٹے ہرن) of the deer were **gamboling** in a park.

79. Gild- Is a verb from gold - (سونے کی طرح چمکنا)

The silver ring on her finger **gilded** like gold.

Gilt- Shining surface (جعلی سونے کی چمک)

Her ring is made of **gilt.**

80. Gentle - Refined (شریفانہ) **V.Imp**

He is a noble and **gentle** person of the town.

Genteel - Graceful (پروقار)

He has **genteel** habits and sweet manners.

81. Ghastly - Horrible (خوفناک)

He turned pale at the **ghastly** murder of his neighbour.

Ghostly- Pertaining to ghost (بھوت کے متعلق)

The atmosphere of the vacant house was **ghostly.**

82. **Grate-** دانت پیسنا

Try to lit fire in the **grate.**

The child **grates** his teeth in sleep.

Great (عظیم)

The Quaid-i-Azam was a **great** leader of the Muslims.

H

83. **Hail** - Small heaps of ice (اولے)

It **hailed** yesterday and the night became cold.

Hale- Healthy (تندرست)

He looks quite **hale** and hearty even in his old age.

84..**Heal-** To cure (تندرست کرنا) **V.Imp**

Penicillin will **heal** your wound (زخم)soon.

Heel- The hind part of the foot. (ایڑی)

The **heel** of my right shoe needs repair (مرمت)

85. **Heard-** Past tense of hear(سننا)

I have already **heard** this story many times.

Herd- A number of beasts (ریوڑ)

A sheep was stolen from his **herd.**

86. **Hoard-** To store (ذخیرہ اندوزی) **V.Imp**

Please do not **hoard** the provisions of daily life. (روزمرہ ضرورت کی اشیاء)

Horde- Great number (جتھا)

The villagers were attacked by a **horde** of dacoits (ڈاکو) last night.

87. **Human** - Belonging to man (انسانی) **V.Imp**

a. **Human nature is the same all over the world.**

b. Human nature cannot tolerate this atrocity. (بربریت)

Humane- Kind

Our professor of English is quite **humane** and kind to the boys.

88. **Honorary-** without salary (اعزازی) **V.Imp**

He is an **honorary** secretary of the college committee.

Honourable - Worthy of respect (معزز)

My father is an **honourable** member of society.

I

89. **Idle-** Lazy or passive (سست)

The **idle** workers were dismissed (برخواست کرنا) from service.

Idol- an image (بت)

The Muslims do not worship **idols.**

90. **Imaginary**- (غیر حقیقی)

She has **imaginary** doubts about her success.

Imaginative- Full of imagination (تخیلاتی)

Keats is an **imaginative** poet.

91. **Impossible**- That which is not possible (ناممکن)

It is **impossible** to reach the sun.

Impassable- That which cannot be passed (ناقابل عبور)

This river is **impassable** at this place.

92. **Industrial** - Relating to industry (صنعتی) **V.Imp**

Pakistan has made great progress in the **industrial** field.

Industrious- Hardworking (محنتی)

The teachers of our college are intelligent (ذہین) and **industrious.**

93. **Ingenious**- Clever, shrewd (باتدبیر، چالاک، انوکھا) **V.Imp**

The thief devised (اختراع کرنا) an **ingenious** method to run away from the prison. (قیدخانہ)

Ingenuous- Open- Frank (صاف، معقول)

He is fair and **ingenuous** in his dealings.

J

94. **Judicial**- Pertaining to court **V.Imp**

Let us have a **judicial** enquiry into the murder case of Liaquat Ali Khan.

Judicious- Wise (عقلمندانہ)

His decision (فیصلہ) to marry a widow(بیوی) was quite **judicious** on his part.

95. **Junction**- place of meeting.

Khanewal is a famous railway **junction** of Pakistan.

Juncture- State of affairs (صورت حال) At the most critical

Juncture (نازک صورت حال) of history, he fled (بھاگ گیا) away from the country.

L

96. **Later** - The comparative degree of late (تاخیر سے آنا)

He came **later** in the class than I expected.

Latter - Of two things, one which is mentioned second? (جس کا ذکر بعد میں ہوا)

Of Aslam and Arshad, the **latter** is more intelligent.

97. **Lessen** - To make or become less(کم کرنا) **V.Imp**

This medicine has **lessened** my pain.

Lesson - The amount of teaching given at one time (سبق)

He has taught us a **lesson** on smoking just now

98. **Lightning**- Electric discharge in clouds (آسمانی بجلی) **V.Imp**

Lightning killed two birds last night.

Lightening- To lessen.

He was **lightening** the load of the donkey.

99. **Liar**- One who tells lies (جھوٹا)

He is out and out a **liar** and untrustworthy fellow (ناقابل اعتبار)

Lawyer- A solicitor (وکیل)

A **lawyer** is often well versed in law.

100. **Lose**- To have no longer (کھو دینا)

He **lost** the keys of the car on the way.

Loose- Free , not tight.

He is wearing a **loose** shirt today.

101. **Loath**- unwilling (نارضامند) **V.Imp**

I am not **loath** to help you .

Loathe (verb)- to hate or dislike (نفرت کرنا)

He **loathes** selfish (خودغرض) and dishonest friends.

102. **Lovable** - Worthy of love (محبت کے قابل)

His habits are sweet and **lovable.**

Lovely- Beautiful

The sights of Murree are **lovely** and beautiful.

103. **Luxuriant**- Rich in growth (گھنے) **V.Imp**

The **luxuriant** growth (افزائش) of hair on her head is beautiful.

Luxurious- given to luxury

The Moghals led a very **luxurious** (عیش وعشرت)life.

M

104. **Main** - The chief part (بڑا)

This is the **main** gate of our college.

Mane- Hair growing on the neck of the horse. . (گھوڑے کی گردن پر بال)

This horse looks beautiful with its lovely **mane**.

105.**Marry**- to wed (شادی کرنا) **V.Imp**

Do not **marry** in your old age.

Merry- Happy (خوش)

The **merry** bells were ringing in the Church.(گرجا گھر)

106. **Meat**- Flesh of an animal (گوشت)

He bought fresh **meat** from the meat shop.

Meet- To see (ملنا)

I met with an old friend of mine on the way.

107. **Metal** - A substance (دھات)

Gold is a costly **metal.**

Mettle - Courage (جرات)

Our soldiers showed great **mettle** in the battlefield.

108. **Medal**- A round flat piece of metal (تمغہ) **V.Imp**

He won a gold **medal** in his B.A. Examination.

Meddle- To interfere without necessity (مداخلت کرنا)

Do not **meddle** in my affairs (معاملات).

109. **Minor**- One who is not yet mature (نابالغ)

The **minor** cannot open a bank account.

Miner- A worker in a mine (کان کن، مزدور)

The job of a **miner** is very hard and difficult.

110. **Moat**- A ditch surrounding the castle (خندق) **V.Imp**

The two soldiers tried to cross the **moat** but failed.

Mote - A particle of dust (ذرہ)

A **mote** fell into his eyes and inflammed them. (سوزش پیدا کرنا)

111. **Momentary**- Temporary (عارضی) **V.Imp**

Happiness in this world is quite **momentary.**

Momentous- Important (اہم)

Quaid-i-Azam took a **momentous** decision. (اہم فیصلہ کیا)

112. **Moral** - Pertaining to character (اخلاقی) **V.Imp**

The teachings of Islam are highly **moral** and religious (مذہبی)

Morale- Courage (جرات)

The **morale** of our army in 1965 war was very high.

N

113. **Naughty**- Mischievous (شرارتی)

He is a **naughty** boy of the class.

Knotty - Difficult (حل کرنا)

I cannot tackle (حل کرنا) this **knotty**(پیچیدہ) problem.

O

114. **Officious**- Too eager to offer service or advice (مہربانی کرنے والے) **V.Imp**
He is very **officious** to ladies and always tries to please them.
Official - A person working in an office (سرکاری ملازم)
The Government **officials** are exempted (استثناء)from this law.

115. **Oar**- A pole with blade used to propel boat. (چپو)
He took the **oar**(چپو) and rowed (چلائی) the boat with great power.
Ore- Raw metal (خام دھات)
Ore is extracted (نکالی جاتی ہے) from the mine. (کان سے)

116. **Ordinance**- Authoritative direction (آرڈیننس) **V.Imp**
The President issued an **ordinance** for the promotion of education in the country
Ordnance - Heavy artillery (اسلحہ خانہ)
The **ordnance** factory at Wah is doing a useful service to our country .

P

117 **Patrol**- To go on for watching (پہرہ داری کرنا) **V.Imp**
A policeman **patrols** at night in our street.
Petrol- A type of fuel used to produce energy in vehicles (پٹرول)
The production of **petrol** should be increased in the country.

118. **Persecute**- to annoy, to oppress (ظلم کرنا، تنگ کرنا) **V.Imp**
The Muslims are being **persecuted** by the Indian army in Occupied Kashmir (مقبوضہ کشمیر
Prosecute- to start legal proceedings against.
The hoarders (ذخیرہ اندوز) and black marketeers will be **prosecuted** in the court of law

119. **Plain**- Simple (سادہ)
Please give me a glass of **plain** water.
Plane- 1. Perfectly flat surface 2. A tool for smoothing wood (رندہ)
1. The surface of this table is **plane**.
2. The surface of the table is made smooth by a **plane**.

120. **Pail**- A vessel of metal having round shape (بالٹی)
She took a **pail** of milk on her head.
Pale- Yellow (زرد، پیلا)
He turned **pale** on hearing the news of his dismissal from service.

121. **Pain** - Great discomfort- suffering (درد) **V.Imp**
I am feeling **pain** in my chest (چھاتی)
Pane- Single sheet of glass.
He broke the window **pane** with a stone.

122. **Pair**- Things that are alike (جوڑا)

He bought a **pair** of shoes from the bazaar.

Pare- To cut away (تراشنا)

Please **pare** your nails before you come for medical test.

123. **Peace**- Tranquillity- Calm (سکون)

There was **peace** in Pakistan during the rule of Liaquat Ali Khan.

Piece- A fragment (ٹکڑا)

The dog stole a **piece** of meet from the shop.

124. **Pattern** - Model (نمونہ)

She is a **pattern** of good conduct and decency (شائستگی)for all ladies.

Patron (سرپرست)

The President of Pakistan is the **patron** of this newspaper.

125. **Prescribe** - to lay down rules for direction (تجویز کرنا) **V.Imp**

This medicine has been **prescribed** by the doctor.

Proscribe- To put beyond the protection of law (ضبط کرلینا)

The novel has been **proscribed** by the court of law.

126. **Precede**- To go before (پہلے ہونا) **V.Imp**

The holy month of Ramzan always **precedes** Eid-ul-Fitr.

Proceed- To go on

Please, **proceed** with your tale of sufferings. (مصائب)

127. **Principal**- Chief head of a school or college (پرنسپل) **V.Imp**

The **principal** of our college is very strict about discipline.

Principle- A law or doctrine (قانون/اصول)

Let us follow the principles of Islam.

128. **Popular**- Pertaining to the people (مقبول) **V.Imp**

He is **popular** in the college for his honesty and good manners.

Populous(گنجان آباد) containing more individual than there is space to live.

Karachi is the most **populous** city of our country.

129. **Practice** (noun) effort (کوشش) **V.Imp**

Practice makes a man perfect.

Practise- (verb to make an effort) (کوشش کرنا)

Please, **practise** what you preach.

130. **Pray**- To beg for to entreat (دعا مانگنا) **V.Imp**

Let us **pray** to God for peace and prosperity(خوشحالی)in the country.

Prey- Victim(شکار ہونا)

He fell a **prey** to a fatal disease. (مہلک بیماری)

131. **Practical-** opposite of theoretical (عملی) **V.Imp**

I give you **practical** hints on the art of essay writing.

Practicable- which can be put into practice(قابل عمل)

Your plan to reform the world is not **practicable.**

132. **President-** (صدر) **V.Imp**

He is the **president** of college dramatic club.

Precedent- Tradition(روایت مثال)

He set a noble **precedent** of sacrifice (قربانی) in the country.

133. **Profit-** gain (منافع)

He sells his goods on high **profit.**

Prophet- One who speaks for God (پیغمبر)

God has sent many **prophets** for the guidance (رہنمائی) of the people.

134. **Pore-** A minute opening in the skin (مسام)

There are many **pores** in our body.

Pour- To flow steadily but rapidly (انڈیلنا)

Pour water into this glass.

Q

135- **Quiet** (خاموش) **V.Imp**

He is a man of **quiet** and simple habits.

Quite- completely(مکمل)

He is **quite** well now.

136. **Quire-** A group of 24 pieces of paper (کاغذوں کا دستہ)

Please give me two **quires** of paper.

Choir- A group of people who sing together. گانے والوں کا طائفہ

The church **choir** sang sweet songs on the Christmas.

137. **Qualitative-** Relating to quality (خاصیت پر مبنی) **V.Imp**

He conducted a **qualitative** analysis of milk to know the quality of fat in it.

Quantitative- Relating to quantity(مقدار کے متعلق)

A **quantitative** analysis of water tells us that it contains hydrogen and oxygen.

R

138. **Rain-** (بارش)

It **rained** heavily in our city yesterday.

Rein- (لگام) Also Reins **V.Imp**

Please hold the **rein** of the horse strongly.

Reign- The time of ruling a state (عہد حکومت)

Akbar **reigned** India with an iron hand. مضبوط طاقت کے ساتھ

139. **Raise**- To lift lup (اٹھانا)

She **raised** her fingers to her lips as a sign(علامت) for silence.

Raze- To destroy completely (مکمل طور پر تباہ)

The bombers of the enemy **razed** the city to ground.

140. **Respectable**- of good social position (معزز) **V.Imp**

A doctor enjoys a **respectable** position in society.

Respectful- Showing respect(مودب)

He is an obedient and **respectful** student.

141. **Right**- correct (درست)

You are **right** in holding this opinion.

Rite - Ceremony(رسم)

He could not perform burial **rites** (تجہیز و تکفین کی رسومات)on the death of his father.

142. **Role**- Part (کردار)

His **role** in the play was very dramatic (ڈرامائی) and interesting.

Roll- List (فہرست)

The teacher took the **roll** call of the students and made them free.

143. **Rout**- Defeat (شکست) **V.Imp**

The Indian army was put to **rout** in 1965 war.

Route - The way which is travelled. (راستہ)

The **route** from Lahore to Swat is full of many dangerous pitfalls. (غلطیاں)

S

144. **Sail** (بادبان)

The **sails** of the ships were old and worn out (پھٹے پرانے)

Sale - Ready for disposal (برائے فروخت)

This car is for **sale.**

145. **Sensual** - Related to material or physical pleasure (شہوانی) **V.Imp**

He wasted a lot of money on **sensual** pleasures.

Sensuous- Related to human senses. (حسیات سے متعلق حسی)

Keats is a **sensuous** poet.

146. **Soar**- Rise (بڑھنا)

The prices of provisions of life (روزمرہ کی اشیاء ضرورت) are **soaring** high.

Sore- painful (دکھنا۔ تکلیف میں)

His eyes are **sore.**

147. **Sociable**- A greeable (ملنسار)

He is very **sociable** and sweet with his friends.

Social- Related to society (سماجی)

I intend to become a **social** worker in my future life.

148. **Soot**- Black smoke (کالک)

The face of the thief was blackened with **soot** by the police.

Suit- Dress (جامہ/لباس)

He looks graceful in the grey **suit.**

Suite- Set of rooms.

Many **suites** were occupied (قبضہ کرنا) by the foreigners in the Taj Hotel.

149.**Stationary** - Fixed (ساکن) **V.Imp**

The sun is **stationary.**

Stationery- Articles such as pen. ink, paper etc(سٹیشنری)

He deals in **stationery.**

150. **Statue**- Image- Idol (مجسمہ/بت)

This statue of Buddha (مہاتما بدھ) is made of copper.

Statute- A positive law (قانون)

There is a **statute** in England that no man can marry two wives at a time.

151. **Spacious**- Wide (وسیع)

Our college building is quite **spacious** and wide (وسیع)

Specious- Apparently right(ظاہری طور پر درست)

His **specious** arguments on smoking impressed (متاثر کیا) the audience (حاضرین) greatly.

152. **Storey**(منزل) **V.Imp**

He lives in the third **storey** of this house.

Story- Tale (کہانی)

He told me a **cock and bull story.**

153. **Straight**- Direct (سیدھا) **V.Imp**

He went **straight** to the hospital from his house.

Strait- A passage of water connecting two seas. (آبنائے)

Our ship passed safely through the **strait** of Gibraltor.

154. **Seam** (جھری/درز)

This shirt contains too many **seams.**

Seems - To appear (لگنا/دکھائی دینا)

It **seems** as if he were mad.

T

155. **Temporal** - Worldly (دنیاوی) **V.Imp**

This **temporal** life is full of sufferings.

Temporary - Transient (عارضی)

He is having a **temporary** job now-a-days.

156. **Tenor**- Trend (طریقہ، ڈھنگ) **V.Imp**

The villagers lead a peaceful **tenor** of life and die an unknown death.

Tenure- Temporary period(عرصہ)

He made many blunders (غلطیاں)during the **tenure** of his service.

157. **Team**- Side of players in a game (ٹیم)

Our hockey **team** won the match by one goal.

Teem- To abound (کثرت ہونا)

This tank **teems** with fish.

158. **Tamper**- To interfere with (مداخلت کرنا، چھیڑنا)

Do not **tamper** with the official record.

Temper - Temperament (مزاج)

He did not lose his **temper** even in this odd situation. (مشکل حالات)

U, V, W

159. **Urban**- Related to city (شہری) **V.Imp**

The **urban** life in big cities is vey fast.

Urbane - Civilized (مہذب)

He is a man of polished and **urbane** manners.

160. **Vain**- Useless, unimportant, proud (بے فائدہ)

The thirsty crow tried hard to get water but in **vain**.

She is **vain** of her beauty.

Vein-

Blood flows back to heart through **veins**.

161. **Vale**- A valley (وادی) **V.Imp**

The **vale** of Swat is very lovely and beautiful.

Veil - a mask (پردہ، برقع)

This beautiful woman covers her face with **veil**.

162. **Veracity**- correctness, truthfulness(صداقت)

The **veracity** of his story was challenged in the court.

Voracity- Greed in eating (لالچ)

His **voracity** for more money cannot be appreciated (پسند کرنا) by any one.

163. **Verbal**- Oral (زبانی) **V.Imp**

The minister gave **verbal** orders of his retirement.

Verbose- Full of words (الفاظ سے بھرپور)

His way of writing is **verbose** and difficult.

164. **Virtual**- For practical purpose (دراصل عملی طور پر) **V.Imp**

The President of Pakistan is the **virtual** ruler of the country.

Virtuous- Noble- pious(نیک پرہیزگار)

She is a **virtuous** and noble lady of the city.

165. **Waist** (کمر)

He wears a belt round his **waist**.

Waste(ضائع کرنا)

Do not **waste** away your money in gambling.

166. **Waive**- To remove (چھوڑ دینا، مستثنیٰ قرار دینا)

The government has **waived** the condition of age for the new appointments.

Wave- current (موج لہر)

The **waves** of sea danced beautifully and delighted us.

167 **Whether**(آیا کہ) **V.Imp**

I asked him **whether** he is married or not.

Weather(موسم)

To day, the **weather** is very unpleasant.

168. **Way**- (راستہ)

I met my old friend on the **way**.

Weight- (وزن)

She is losing her **weight** now-a-days.

169. **Wreak**- To inflict a retaliation (بدلہ لینا، انتقام لینا) **V.Imp**

I shall **wreak** vengeance (انتقام) on the enemy of my father.

Wreck- To destroy(تباہ کرنا)

Constant (مستقل) hard work **wrecked** his nervous system (اعصابی نظام)

Womanish(زنانہ)

He is **womanish** in his habits and manners.

Woman- like (نسوانی) **V.Imp**

She has **woman** like habits like innocence (معصومیت) and simplicity.

170. **Yoke** - A piece of wood to keep the oxen together.

The farmer put the **yoke** on the oxen and ploughed the field.

Yolk- The yellow part of an egg. (انڈے کی زردی)

The **yolk** of an egg is full of proteins and vitamins.

Part-B

Discrimination of words not similar in sounds

171. **Absolute-** Real, complete (صحیح، شک و شبہ سے بالاتر)

He is a man of **absolute** honesty.

Obsolete- No longer in use. (ناکارہ).

This law about family planning has become **obsolete.**

172. **Abstain-** To keep oneself off from bad things as wine (بری شے سے پرہیز) **V.Imp**

He **abstained** from drinking on the advice of the doctors.

Refrain- To keep off from an action (برے کام سے پرہیز)

You should **refrain** frm making a mischief in the class.

173. **Able-** Having the means or the power (لائق قابل)

Our college has many **able** and intelligent teachers.

Capable- Having the power of fitness for- (استعداد رکھنے والا)

I am **capable** of driving this heavy truck.

174. **Ability** - (موجودہ قابلیت) The ability of doing something.

He has the **ability** to make a fine washing machine.

He has the **ability** to run 3 miles in an hour.

Capacity-

This book is beyond my son's **capacity.**

He has the **capacity** to run 4 miles in an hour.

175. **Accede-** To agree (متفق)

I am sorry, I cannot **accede** to your proposal.

Concede- To yield, to admit to be true. (تسلیم کرنا)

My opponent (مخالف) **conceded** to my point of view.

176. **Admit-** Acknowledge to be true- (تسلیم کرنا، ماننا) **V.Imp**

I **admit** his superiority (برتری) at music.

Confess- Own a fault-(قصور کا اعتراف)

The accused (ملزم) **confessed** his guilt (جرم) in the court.

177. **Admission-** Being admitted to scociety (داخلہ، اعتراف) **V.Imp**

Acknowledgement of a thing as true.

Admission to the cineme hall is allowed only to men.

Admittance- Entrance (اندر جانا)

The students gained **admittance** to the cinema hall by breaking the window- pane.

178. **Avenge** - (کسی دوسرے کی طرف سے انتقام لینا)

They **avenged** his death by burning his house.

Revenge- (اپنا انتقام خود لینا)

He **revenged** himself on his enemy.

179. **Allow**- not to refuse (negative action) انکار نہ کرنا

My father **allowed** me to marry an English girl.

Permit- to agree to some action (A positive assent) (اجازت دینا)

He was **permitted** by his father to join evening classes at Language Centre.

180. **Ancient**- Historically old (تاریخی طور پر قدیم) **V.Imp**

The **ancient** people of the world knew the art of painting and drawing.

Old- Long established (پرانا)

Old customs die hard.

He is an old man of seventy.

181. **Answer**- Made to a question (سوال کا جواب) **V.Imp**

He made an apt **answer** (فوری جواب) to my questions.

Reply- Made to a letter or statement (خط کا جواب)

He did not **reply** to my letter.

182. **Alter** - to make differences in a thing **V.Imp**

The principal **altered** the time table a little.

Change- to substitute one thing for another (مکمل تبدیلی)

He **changed** his old coat with a new one.

183. **Alternate** (ایک دن چھوڑ کر) **V.Imp**

You should take a dose of this medicine on **alternate** days.

Alternative- (بدل کر)

There is no **alternative** to human wisdom.

184. **Alteration**- change (تبدیلی)

The writer has made a few **alterations** in the new edition of the book.

Alternation- the act of being by turns

Milk should be taken in **alternation** with tea by the patient.

Altercation- quarrel (جھگڑا)

From hot words, they entered into an **altercation.**

B

185**Battle**- Between two armies (دو فوجوں کے درمیان) **V.Imp**

Many **battles** were fought during the Second World War.

War- A series of battle (بہت سی قوموں کے درمیان جنگ)

The Second World **War** was fought by many countries.

186. **Blunder**- A serious mistake - (سخت غلطی) **V.Imp**

It was a **blunder** to impose (نافذ کرنا) martial law in Pakistan.

Mistake (معمولی غلطی)- To take one person or thing to another

I boarded (سوار ہونا) the wrong bus by **mistake.**

187 **Beneficial** - useful (مفید) **V.Imp**

Exercise is very **beneficial** for health.

Beneficient - Kind (مہربان)

God is very **beneficient** to his creatures. (مخلوق)

C

188. **Ceremonial** - relating to ceremony (رسومات) **V.Imp**

He wore **ceremonial** dress on his marriage.

Ceremonious- Formal

You should not be **ceremonious** with your friends.

189. **Common** - Belonging equally to by two or more persons. (مشترک) **V.Imp**

This house is the **common** property of four brothers.

Mutual - Equally shared (باہمی)

Akram and Arshad are **mutual** friends.

190. **Compare**- To liken (ایک جیسی خوبیوں کا مقابلہ) **V.Imp**

Compare the poetry of Iqbal with that of Hali

Contrast- To point out the difference (متضاد خوبیوں کا فرق واضح کرنا)

His words **contrast** with his actions.

His white teeth **contrast** sharply with the black complexion (رنگ) of his face.

191. **Conscious**- Aware (باخبر)

I am **conscious** of my duties as a Muslim and Pakistani.

Conscientious- Influenced by conscience (باضمیر)

He is **conscientious** teacher and teaches the boys with devotion. (خلوص)

192. **Comprehensible** - which could be understood (جو سمجھ میں آ جائے) **V.Imp**

Everyword of his speech is **comprehensible.**

Comprehensive- capacious (جامع)

Islam is a **comprehensive** religion because it deals with every aspect of life.

193. **Considerable**- Moderately large (کافی زیادہ)

He has suffered a **considerable** loss in his business.

Considerate- Caring for othres- (دوسروں کا خیال رکھنے والا

He is very kind and **considerate** to his servants.

194. **Contagious-** communicable by touch- (چھونے سے لگنے والی بیماری) **V.Imp**

Measles and Chicken pox are **contagious** diseases.

Infectious- Communicable by air or water (اڑ کر لگنے والی بیماری)

influenza is an **infectious** disease.

195. **Continual** - with intervals- (وقفوں کے ساتھ جاری) **V.Imp**

The **continual** rains paralysed (مفلوج) the city life.

Continuous - Without break-

His **continuous** hard work won him great honour in the world.

196. **Childish-** foolish (احمقانہ، بچگانہ) **V.Imp**

The old man was hated for his **childish** habits.

The behaviour of the principal in the class was quite **childish.**

Childlike- innocent like child (بچوں کی طرح معصومانہ)

Everybody liked him for his **childlike** innocence (معصومیت) and simplicity (سادگی)

197. **Cold-** Opposite of Warm (ناخوشگوار ٹھنڈا)

A **cold** wind was blowing in the city.

Cool- Slightly cold (خوشگوار ٹھنڈا)

I like this **cool** place.

D

198. **Disinterested** - Impartial (غیر جانبدارانہ) **V.Imp**

An umpire of cricket must be **disinterested** in his judgement.

Uninterested - Lacking interest in music (عدم دلچسپی)

He is **uninterested** in music.

199. **Deny-** Not to accept the truth of a statement (کسی بات کا انکار) **V.Imp**

He **denied** having said this thing.

Refuse- To say, no' to thing- (کسی کام سے انکار)

He **refused** to give me a loan of fifty thousand rupees.

200. **Doubt** - means to hesitate to believe or to be uncertain (کسی چیز پر یقین نہ کرنا)

I do not **doubt** his honesty.

Suspect- to imagine a person to be guilty (کسی آدمی کو مجرم سمجھنا)

He **suspected** the hand of his servant in this theft.

201. **Drown-** To die by water, used of animate things. (جاندار شے کا ڈوبنا) **V.Imp**

Many people **drowned** into the water of flood and died.

Sink- Is generally used of inanimate things (بے جان شے کا ڈوبنا)

This ship **sank** into the sea by the bombardment.

202. **Disqualified**- Debarred (نااہل قرار دینا)

He has been **disqualified** by the University to appear in the next examination.

Unqualified- Not qualified (جو اہل نہ ہو)

He is **unqualified** for this post.

E

203. **Empty**- Having nothing (خالی، جسمانی حیثیت سے)

This pot is **empty.**

Vacant- Unoccupied, at leisure (فارغ، غیر مصروف)

Please visit me in some **vacant** period.

204. **Exhaustive** - comprehensive (جامع)

This is an **exhaustive** and critical book of English literature.

Exhausting - Tiring (تھکا دینے والا)

It is very **exhausting** to teach M.A. classes.

205. **Elemental**- Fundamental (بنیادی)

His contribution in the field of science is **elemental.**

Elementary - Primary (ابتدائی)

He does not possess the **elementary** knowledge of music.

F

207. **Fatal**- Causing death (مہلک) **V.Imp**

His wound (زخم) proved **fatal** (مہلک) and he died.

Fateful- Eventful, prouducing important result (اہم، نتیجہ خیز)

The discovery of Penicillin proved a **fateful** event in the history of medicine.

208. **Felicity**- Happiness (خوشی) **V.Imp**

True **felicity** can be enjoyed only by the honest and fair people.

Facility- Convenience (آسانی)

There is no **facility** of electricity in our village.

209. **Fetch**- To go and bring- (جا کر لانا) **V.Imp**

Please, **fetch** a glass of water for me.

Bring- To come back with (لانا)

You should go home and **bring** your books.

210. **Flagrant** - Enormous, many in number (بہت زیادہ، سنگین)

His **flagrant** blunders in politics brought his ruin.

Fragrant- Sweet, Scented (خوشبودار، معطر)

I have planted many **fragrant** trees in my garden.

211. Freedom- Civil liberty (شخصی آزادی) In a democracy, every individual enjoys full **freedom** of speech.

Liberty- Being free from slavery or despotic rule.
The political leader was set at **liberty** after two years in jail.

212. Funeral - Burial (جنازہ)
The **funeral** porcession of General Zia was attended by numberless people.

Funereal - Sad, gloomy (غمگین)
Her **funereal** appearance moved everybody to tears.

G

213 Genius- (غیر معمولی ذہانت) **V.Imp**
Dr. Iqbal possessed great **genius** for writing Urdu poetry.

Talent- (صلاحیت، قابلیت)
Noor Jehan has great **talents** for singing.

214. Grate- Fireplace (آتشدان) **V.Imp**
Please put some coal in the **grate.**

Great - Big, of a high degree
Quaid-i-Azam was a **great** leader of the Muslim.

215.**Graceful** - Dignified (پروقار) **V.Imp**
His behaviour with his teachers was very **graceful.**

Gracious- Kind- (مہربان)
God is **gracious** to his creatures. (مخلوق)

H

216.**Hear**- To perceive by the ear (سننا) **V.Imp**
I **heard** a cry in the street.

Listen- To hear with attention (غور سے سننا)
I **listened** to his lecture very attentively.

217.**House**- Any building for human living (عارضی بلڈنگ) **V.Imp**
I live in a **house** opposite (بالمقابل) to the hospital.

Home- Fixed residence of a family.
We have association with **home** and not with a house.
Pakistan is our **home.**
We went to our **home** situated in a village during summar vacation.

218. Hope- Look with desire for something (امید رکھنا)
Let us **hope** for the best. (خواہش کے ساتھ)
I **hope** to win the election this time.

Expect- To look forward as like to come or happy (کسی متوقع چیز کے انتظار کی امید)
He is **expecting** some guests today.

219. **Healthy**- Enjoying or possessing health - (صحت مند) **V.Imp**

My father is quite **healthy** in his old age.

Healthful- That which promotes health (صحت بخش)

Exercise in the open air is very **healthful**.

Milk is a **healthful** diet. (خوراک غذا)

220. **Ice**. Frozen water prepared artificially (مصنوعی برف) **V.Imp**

Ice sees very dear in summer.

Snow - (قدرتی برف)

It **snows** heavily on mountains during winter.

221. **Idle**- Doing not work, unoccupied بیکار، سست) Does not do , what he ought to do

Boys, do not sit **idle**. **V.Imp**

Lazy- One who does not want to do anything

He is **lazy** and always reaches college late.

222. **Imperial**- Relating to an empire (شاہی) **V.Imp**

Although he is poor, he has **imperial** grace.

Imperious- Haughty (مغرور، گستاخانہ)

His behaviour with his clerks was **imperious**.

223. **Impunity**- Freedom or safety from punishment. (سزا سے آزاد، بے خوف)

The hoarders of food break law with **impunity**.

Immunity- Safety or freedom from disease (بیماری سے استثنیٰ، بچت) **V.Imp**

Simple food and regular exercise give **immunity** from all diseases.

224. **Ill**- Suffering from a disease (بیمار) **V.Imp**

I am **ill** with fever now-a-days.

Sick- Tendecy to vomit (بے چینی، عارضی طور پر علیل)

He feels **sick** when he travels in a car.

225. **Lay**(Laid, laid) - To bring forth and drops (رکھنا، انڈے دینا) **V.Imp**

This hen does not **lay** eggs.

He **laid** the glass of water on the table.

Lie (lay, lain) To rest on a bed (پاؤں پسار کر سونا)

Let us **lie** on the hard floor in hour of need.

M

226. **Martial** - Brave and warlike (فیلڈ مارشل) **V.Imp**

Babar the ruler of India belonged to a **martial** family.

227. **Marshal**- A high post of title in the army

There are a few field **marshals** in Pakistan.

228. **Male-** Opposite to female (نر) **V.Imp**

She gave birth to a **male** child last night.

Mail- Post (ڈاک)

The late **mail** train arrives in our town at 9 p.m. every night.

229. **Maize-** A kind of corn (مکئی)

Maize is powerful food after wheat

Maze - A net work, or tangle (بھول بھلیاں)

He was lost in the **maze** of hardships during his old age.

N

230. **Necessities-** Things without which one cannot live (اشیاء جن کے بغیر کوئی زندہ نہ رہ سکے)

Water and air are the **necessities** of life.

Necessaries- Unavoidable needs(ضروری اشیاء)

The **necessaries** of life have become very dear now-a- days.

231. **Notable** - Eminent person (اہم یا مشہور شخصیت) **V.Imp**

Dr. Abdul Qader Khan is a **notable** scientist of Pakistan.

Notorious- Known of something bad (بدنام)

He is a **notorious** dacoit of the locality.

P

232. **Physic-** Medicine (دوائی)

Modern science has failed to discover a **physic** for cancer.

Physics - A branch of science (طبعیات)

Physics deals with properties of matter.

Physique- The structure and form of body (جسمانی ساخت)

He enjoys sound health and strong **physique** even in his old age.

R

233. **Recollect-** To recall to mind (پرانے واقعات کی یاد کرنا

He **recollected** the past incidents of life with a touch of sorrow.

Remember- Retain in memory (یاد کرنا)

I still **remember** her innocent face.

234. **Reverend** - Worthy of respect (قابل احترام)

The principal of our college is a **reverend** old man of seventy.

Reverent- Expressing or showing respect (تعظیم)

He stood before his teacher in a **reverent** style.

235. **Rob-** To take away be force (لوٹ لینا) **V.Imp**

The passengers of the bus were **robbed** by the dacoits.

Steal- To take away secretly (چوری کرنا)

Somebody **stole** away my golden watch.

S

236. **Sanguine** - Hopeful (پُرامید) V.Imp

I am **sanguine** of my success in the examination.

Sanguinary - Bloody (خونی)

Many **sanguinary** battles were fought in India among the Moghal rulers.

237. **Sculpture** - The art of cutting figures on stones.

Turkish **sculpture** is known for its beauty and excellence.

Sculptor- سنگ تراش

The work of a **sculptor** needs honest labour.

238. **Shade**- Shade is opposed to light (عکس، سایہ)

He slept in the **shade** of tree.

Shadow-

The greedy dog saw his own **shadow** in the water of canal.

239. **Stop**- The reverse of start ٹھہرانا)

He **stopped** the bus and let the passengers say their prayers.

Stay- To remain in the place for sometime.

He **stayed** at a hotel for a day while going to Karachi.

T

240. **Transient**- Not permanent (عارضی)

The joys of youth are **transient**

Transitory- Momentary; for a short time (وقتی)

Transitory arrangements were made to conduct the B.A. Examination.

U

241. **Union** - The state of being united (متحدہ)

"Union is strength" holds good even in modern times.

Unison - Agreement (اتحاد)

They decided to go out for picnic in **unison.**

Unity- Oneness (وحدت)

The importance of **unity** for the people of Pakistan is felt more now-a-days than in the past

W

242. **Wreath**- Flowers arranged in a circle (پھولوں کا ہار) V.Imp

The tomb of Iqbal was decorated with **wreath of** flowers on his birth day.

Wreathe- To warp (ڈھانپنا)

She has **wreathed** her face in a black veil.

Part-C

Difficult Pair of Words

FOR A GRADE STUDENTS

The pair of words marked very important may also be learnt by other than A Grade Students.

1. **Adverse** - Hostile (ناموافق) **V.Imp**
   Pakistan could not make progress due to adverse circumstances.
   Averse - Opposed, unwilling to do a thing
   I am not averse to the idea of co-education in colleges.
2. **Apathy**- Want of feeling, indifference (عدم دلچسپی)
   Dr. Ashraf is known for his **apathy** to the sufferings of the patients.
   Antipathy- Dislike (نفرت)
   The **antipathy** between two brothers resulted in separation.
3. **Attenuate**- To make thin or lean (پتلا کرنا، کمزور کرنا) **V.Imp**
   1. The germs of a certain disease are **attenuated** to make vaccine.
   2. He was **attenuated** with constant hunger.
   Extenuate- to mitigate, to lessen the gravity of a thing (کسی شے کی سنگینی کو کم کرنا)
   The police are **extenuating** the gruesome murder by telling false facts.
4. **Auger**- A carpenter's tool (برما) **V.Imp**
   An **auger** is the part and parcel of a carpenter's tool.
   Augur- To foretell (پیش گوئی کرنا)
   This incident **augurs** a bad opening in his career.
5. **Capable**- Having the ability to do (کام کرنے کی صلاحیت) **V.Imp**
   1. I am **capable of** saving my village from the attack of dacoits.
   2. I am **capable of** tackling this knotty problem.
   Capacious - Room (وسعت)
   The cinema hall is quite **capacious.**
6. **Censor** - To examine plays, books, films (کانٹ چھانٹ، سنسر کرنا)
   This film has been duly **censored.**
   Censure- Find fault with (نقص نکالنا، تنقید کرنا) **V.Imp**
   Do not **censure** the conduct of your elders.
   Censer- A vessel for burning perfumes (خوشبو جلانے کا برتن)
   1. The **censer** is beautifully painted.
   2. Sweet perfumes rising from the **censer** scented the whole room.
7. **Cymbal** - One of pair of brass plates used in music (موسیقی کا آلہ الغوزہ)
   The boy is playing on the **cymbals** and producing music.
   Symbol- Sign, mark (علامت)
   The cross is a symbol of sacrifice among the Christians.

8. **Custom**- Common practice (رواج)
Sati is a cruel **custom** among the Hindus. **V.Imp**
Habit- Settled tendency (عادت)
Man is a slave to his **habits.**

9. **Decry**- To undervalue (حقیر جاننا)
Do not **decry** the good qualities of your leader. **V.Imp**
Descry- See, to discover (دریافت کرنا)
The bus driver could not **descry** the carriage coming from the opposite direction.

10. **Decided**- Definite, determined (طے شدہ) **V.Imp**
He has taken a **decided** stand on this issue.
Decisive- Conclusive, final (قطعی، فیصلہ کن)
The last ball was **decisive** for the cricket match.

11. **Devoted**- Fully dedicated to something good (وقف شدہ)
He is fully **devoted** to studies now-a-days.
Addicted- Given to bad (بری چیز کی لت) **V.Imp**
He is **addicted** to gambling.

12. **Disbelief** - Refuse to put faith (کسی چیز کو ماننے سے انکار)
His **disbelief** in the existence of God is due to his pride.
Unbelief- Absence of belief (عدم یقین)
His **unbelief** in God is due to ignorance.

13. **Destiny** - Fate (قسمت) **V.Imp**
Man is ruled by his **destiny.**
Destination - Goal(منزل)
We reached our **destination** safe and sound.

14. **Defy** - Challenge (چیلنج کرنا)
Nobody can **defy** the orders of the Chief Justice.
Deify - Worship (پوجنا)
The Arabs **deified** idols (بت) before the birth of Holy Prophet.

15. **Desirable**- Worth doing (کرنے کے قابل)
It is not **desirable** on your part to disobey your parents.
Desirous- Feeling in desire, having a wish to obtain
He is **desirous** of winning fame.

16. **Effective**- Having power to effect (موثر) **V.Imp**
This medicine proved very **effective** for her headache.
Efficacious - Able to produce the result intended (فائدہ مند)
Penicillin proves **efficacious** in cases of infection.

17. **Exceptional** - Uncommon, to which an exception can be taken (غیر معمولی)
He has been endowed with **exceptional** ability.
Exceptionable - Objectionable (قابل اعتراض)
Your behaviour in the meeting was **exceptionable.**
18. **Excite-** To stire (جوش دلانا)
His speech was funny and **excited** the people to laughter.
Incite - To goad, to move the mind to action (ابھارنا)
He **incited** the people to disrupt the railway line.
19. **Expedient-** Advantageous (فائدہ مند) **V.Imp**
It is **expedient** for you to leave smoking as soon as possible.
Expeditious- Prompt (فوری)
You should give an **expeditious** reply to my letter.
20. **Excuse -** To apologise for a small offence. **V.Imp**
Excuse me, may I take you pen for some time.
Forgive- Pardon for a slightly serious offence.
I **forgave** him for his impolite behaviour in the meeting.
Pardon- To apologise for serious offence
I beg you **pardon** for the disrespect, I showed to you and your relatives.
21. **Eruption-** Out break (پھیلنا)
The **eruption** of cholera (ہیضہ) in the town claimed many lives.
Irruption- Invasion (حملہ، آن گھسنا)
The **irruption** of the dacoits in the village horrified the people.
22. **Excursion-** A pleasure trip (تفریحی سفر)
We went on an **excursion** to Murree during the summer vacation.
Incursion- an invasion (عارضی حملہ)
The dacoits made an **incursion** into the village and looted the people.
23. **Fain-** Gladly, By preference (خوشی سے) **V.Imp**
I would **fain** you see successful in business.
Feign- To pretend (بہانہ)
He **feigned** illness and did not go to college.
24. **Faint-** Dim (مدھم)
His eyesight became **faint** due to old age.
Feint- a movement or an attack that is intended to deceive an opponent esp in Boxing.
The game of boxing depends on the use of **feint** tricks.
25. **Godly -** Pious (نیک) **V.Imp**
Christ led a **godly** life.
God- like- Means resembling God
The **god like** leader distributed a large amount of money to the needy and poor people.

26. **Humility**- Lowliness (عاجزی) **V.Imp**
He prays to God with **humility** of mind.
Humiliation- Means a basement (ذلت)
I had to suffer **humiliation** at the hands of my officer.

27. **Inflammatory**- Intending to kindle (اشتعال انگیز) **V.Imp**
He delivered an **inflammatory** speech.
Inflammable- Easily excited (جس سو جلدی آگ لگ جائے)
Petrol is a highly **inflammable** liquid.

28. **Lea**- Meadow (چراگاہ)
She wandered all the day in **lea.**
Lee- Windward side of ship (جہاز کا ہوا کی طرف کا رخ ہونا)
The ship lay to the **lee.**

29. **Mantel**- Enclosure for a fire place (انگیٹھی) **V.Imp**
Put this picture on the **mantel.**
Mantle- Cloak
The Christians wore **mantle** on the Christmas day and offered their prayers.

30. **Mead** - A meadow (چراگاہ) **V.Imp**
Daffodils grow in the **mead.**
Meed- Reward (معاوضہ)
He got his **meed** of praise from his principal.

31. **Meet**- To come together (ملنا)
I **met** an old friend of mine on the way.
Mete- To allot (الاٹ کرنا)
Mete out a square to each of these men.

32. **Meter**- A measuring appratus (پیمانہ) **V.Imp**
This room is 20 **meters** long.
Metre- Rhyme of a verse (شاعری میں ردیف قافیہ)
Will you scan the **metres** of this poem.

33. **Mendacity** - Lying (جھوٹ)
The Chairman was not above **mendacity.**
Mendicity- Begging (گداگری)
Mendicity should be banned by law.

34. **Mean** - Low (کمینہ) **V.Imp**
The Jews are generally **mean** by nature.
Mien- Personal bearing (ذاتی عادات و خصائل)
His **mien** and conduct were dignified.

35. **Naught**- Nothing (کچھ بھی نہیں)
The gain of jealousy is **naught.**
Nought- The figure zero (صفر)
Put six **noughts** to the left of the figure.

36. **Negligent**- Careless or thoughtless (لاپرواہ) **V.Imp**
He is **negligent** about his dress.
Negligible -Small or unimportant (معمولی سا)
You should not worry at your loss. It is a **negligible** amount.

37. **Notable**- Famous, worthy of being noted (اہم مشہور) **V.Imp**
He is a **notable** public leader.
Noticeable - That which can be seen or observed
The violation of this traffic rule is **noticable.** (جس پر توجہ کی جائے)

38. **Peaceful**- Peaceful applies to place, and conditons as well as to persons (پرامن جگہیں یا اشخاص)
He is a **peaceful** and calm person.
Peaceable- Peaceable applies to persons or animals but not to places and conditions
The monkey is not a **peaceable** animal.

39. **Peal**- Riging of bells (گھنٹیوں کا بجنا) **V.Imp**
The Church bells are **pealing** for morning prayers.
Peel- Rind (چھلکا)
Prepare sauce from the **peels** of orange.

40. **Politic**- Well devised having reference to policy (ماہرانہ)
He is an expert in carrying out his **politic** schemes
Polite- Courteous (نرم)
He is a **polite** and courteous teacher.

41. **Picket**- Soldiers on police duty (سپاہیوں کا دستہ)
A **picket** was on duty at the Mall.
Piquet- A card game
They are playing **piquets.**

42. **Pole**- A long piece of metal or wood (کھمبا)
The hut was made of **poles** covered with grass mats.
Poll - Taking of votes at election الیکشن کیلئے ووٹ کا انتظام
Many people were killed when the **poll** was being held.

43. **Rest** (آرام) **V.Imp**
The farmer is taking **rest** under a tree.
Wrest- To take by force (زبردستی چھین لینا)
He **wrested** the book from me.

44. **Rhyme**- Agreement of sound in verse **V.Imp**
A good poem contains correct **rhyme** scheme.
Rime- Hard frost (سخت کہر دھند)
There is **rime** on the leaves of the trees.

Pair of words from University Papers

(Not included in the assignments)

1.	Describe - (بیان کرنا)	Describe your suffering in words.
	Description- (معلومات)	He gave a **detailed description** of his suffering.
2.	Omit- (خارج کرنا، ہٹانا)	Do not **omit** this lesson from the intermediate course.
	Omission (چھوڑی ہوئی جگہ)	Any **omission** in this essay is regretted.
3.	Argue (دلیل دینا)	He **argued** in favour of family planning.
	Argument (دلائل)	Your **arguments** on family planning do not hold good here.
4.	Height (بلندی)	The **height** of this building is simply surprising.
	High (بلند)	This shelf is too **high** for me.
5.	Comedy (مزاحیہ کھیل)	**'As you like it'** is a famous **comedy** by Shakespeare.
	Comic (مزاحیہ)	There are many **comic** scenes in the film I saw yesterday.
6.	Generosity (فیاضی)	He is respected for his **generosity.**
	Generous (فیاض)	The Moughal Kings were **generous** to their masses.
7.	Courteous- (شائستہ)	He is a man of **courteous** and gentle habits.
	Courtesy (احترام کرنے والا)	The children show **courtesy** to the elders.
8.	Advance (آگے بڑھنا)	Our army **advanced** and attacked the Indian army in 1995 War.
	Advancement (ترقی)	Pakistan has made great **advancement** in the field of science.
9.	Study (مطالعہ کرنا)	I **study** regularly near the examination.
	Studious- (مطالعہ کرنے والے)	A **studious** person is always successful in his life.
10.	Scatter (بکھیرنا)	Do not **scatter** the flowers on the floor.
	Spread (پھیلانا)	He has **spread** a white cloth on the dining table.
11.	See (دیکھنا)	All of a sudden, I **saw** a snake in the room.
	Witness (مشاہدہ کرنا)	I can **witness** a change in the weather.
12.	Advertise (اشتہار دینا)	We should **advertise** our products to attract more customers.
	Advertisement (اشتہار)	This cloth is popular due to its great **advertisement.**
13.	Advise- (نصیحت)	The teacher **advised** me not to smoke.
	Advisable (سودمند)	It is not **advisable** for you to smoke too much.
14.	Force (طاقت)	**Force** is used in lifting the weight.
	Forcible (جبر سے)	The police made **forcible** entry into the house to search the thief.
15.	Below (اوپر سے نیچے)	He looked down from the mountain to the valley **below.**
	Beneath (بالکل نیچے)	Everything **beneath** the moon looked attractive.
16.	Great (عظیم)	Quaid-i-Azam was a **great** leader.
	Big (بڑا)	Faisalabad is a **big** city.
17.	Character - ذات میں موجود خوبیاں	He has a good moral **character.**
	Characteristic (مخصوص خوبی)	What are the **characteristics** of hydrogen gas?
18.	Kingdom (سلطنت)	There was peace and happiness in the **kingdom** of Shah Jehan.
	Empire	There was a time when the sun did not set in the British **Empire.**

19. **National** (قومی)	Urdu is our **national** language.
Nationality (قومیت)	He has an American **nationality.**
20. **Space** (خلا، فضا)	Space has been conquered by the Americans and the Russians.
Outer Space (بیرونی خلا)	**Outer space** is without oxygen.
21. **Air** (ہوا)	**Air** is present everywhere.
Atmosphere (فضا)	The **atmosphere** outside the house is smoky and foggy.
22. **Sky** (آسمان)	The **sky** is overcast with clouds.
Horizon (افق)	The **horizon** looks bright at the sunrise.
23. **Tale** (کہانی)	He told us an interesting **tale.**
Folk Tale (لوک کہانی)	Heer Ranja is a romantic **folk tale** of Punjab.
24. **Salary** (تنخواہ)	The postman gets a very meagre (معمولی) **salary.**
Income (عام آمدنی)	His **income** for the current year is not taxable.
25. **Awkward** (بھدا، بے ہنگم)	The situation became **awkward** at the arrival of the police.
Clumsy (بے ڈھنگا)	The camel is a **clumsy** animal.
26. **Speed** (رفتار)	The **speed** of this bus is 60 miles per hour.
Velocity (خاص سمت میں رفتار)	The train was running to Lahore at a terrible **velocity.**
27. **Willing** (رضامند)	He is **willing** to join this post.
Wilful (ضدی)	He is disliked because he is **wilful.**
28. **Flee-** (دوڑنا)	The Indian army **fled** away from the battlefield.
Fly (اڑنا)	The crow was **flying** in the air.
29. **Coast** (ساحل)	We can enjoy the waves of the sea from the **coast.**
Bank (کنارہ)	He went out for a walk on the river **bank.**
30. **Crime** (جرم)	Theft is a **crime.**
Sin (مذہبی حکم کی خلاف ورزی)	Telling lie is a **sin** .
31. **Among** (دو سے زیادہ کے درمیان)	Distribute these mangoes **among** all the boys.
Between (دو کے درمیان)	Distribute these mangoes **between** two boys.
32. **Boast** (شیخی مارنا)	Do not **boast** of your knowledge.
Boost (حوصلہ افزائی)	A kind word from you may **boost up** the morale of the players.
33. **Serial** (سلسلہ وار)	Many popular **serials** have been telecast by our television.
Cereal (اناج)	**Cereal** is good diet for children.
34. **Air** (ہوا)	**Air** is present everywhere.
Heir (وارث)	He is the only **heir** of his father's property.
35. **Personate** (کسی کا کردار ادا کرنا)	He has to **personate** as a robber.
Personify (بھیس بدلنا)	He **personified** himself as a gentleman and ran away with the money.
36. **Careless** (لاپرواہ)	He is a **careless** and lazy fellow.
Carefree (آزادانہ طور پر)	He works in the hospital in a **carefree** manner.
37. **Escape** (بچنا)	He had a narrow **escape** from the accident.
Escapade (بھاگا ہوا قیدی)	The police are searching the **escapade** from the Karachi jail.

38.	Gap (فاصلہ)	There is gap of two miles between our college and our house.
	Gape (حیران ہو کر دیکھنا)	She **gaped** at the fattest man of the world.
39.	Bourne- (منزل)	Nobody knows anything about the **bourne** of next world.
	Borne (برداشت کرنا)	Third form of **bear**
		He has **borne** all the difficulties of life with a brave heart.
40.	Collaborate (مل جل کر کام)	Let us **collaborate** to write this book of grammar.
	Corroborat مل جل کر کسی کام کو پکا کرنا	I **corroborated** the statement of the driver about the accident
41.	Remuneration (تنخواہ)	His work is hard but his **remuneration** is small.
	Compensation کسی کا نقصان پورا کرنا	The injured travellers were given **compensation** by the government.
42.	Autobiography خود نوشت داستان	Most of the **autobiographies** contain false accounts of life.
	Biography (سوانح عمری)	We do not have a standard **biography** of the Quaid-i-Azam.
43.	Current (لہر)	The **current** is strongest in the middle of the river.
	Currant (کشمش)	**Currant** is used in the eatables..
		Currant is rich in vitamins and proteins.
44.	Prefect نظم رکھنے والے طالب علم	Our college hostel is run without a **prefect.**
	Perfect (مکمل)	God is **perfect.**
45.	Edicts (حکم)	We always obeyed grandmother's **edicts.**
	Addict (عادی ہونا، بری شے کا)	He is **addicted** to drinking. He is a tea **addict.**
46.	Restless بے چین	I passed a **restless** night at my friend's house.
	Restive - stubborn ضدی	He is a **restive** and obstinate officer.
47.	Ring - (رنگ)	The crowd passed around the **ring.**
	Wring (نچوڑ)	**Wring** this towel, please.
48.	Sanatory صحت کو تقویت والی شے	The climate of this town is not **sanatory.**
	Sanitary -(صحت کے متعلق)	The **sanitary** condition of our town is bad.
49.	Servitude (غلامی)	What a state of **servitude** you are in ?
	Servility (کمینگی)	One should not fall into an attitude of **servility.**
50.	Simulate	The student **simulated** anger at the attitude of the teacher.
	Dissimulate - اپنے آپ کو چھپانا	He **dissimulated** his sincerity, when he talked to his servant.
51.	Stile - دیوار سے گزرتا ہوا راستہ	The cattle cannot cross this **stile.**
	Style- طرز نگارش	His **style** of writing is difficult.
52.	Suspense - انتظار، تذبذب	Do not keep me in **suspense.**
	Suspension ترک کرنا	The **suspension** of enmity between two brothers was a good act.
53.	Temperance- اعتدال	We must always observe **temperance** in eating and drinking.
	Temperament - مزاج	He is a man of judicious **temperament.**
54.	Transcendent - اہم	This is a matter of **transcendent** worth.
	Transcendental- تصوراتی	His ideas are too **transcendental** for me.
55.	Whet - تیز کرنا	He was trying to **whet** the knife.
	Wet - گیلا	It was a **wet** day yesterday.
56.	Wreck - ruin, destroy	All his hopes were **wrecked.**
	Wreak-	He was most ruthless in **wreaking** vengeance.

Test No. 1 Based on (1-50)

Adapt Adopt, Advice Advise, Affection Affectation, Altar Alter, Altogether All together, Aught Ought, Beach Beech, Beside Besides, Calendar Calender, Canvas Canvass, Coarse Course, Complacent Complaisant, Casual Causal, Cemetry Symmetry, Cue, Queue

Test No. 2 Based on (51-100)

Dairy Diary, Deprecate Depreciate, Die Dye, Device Devise, Dual Duel, Eminent Imminent, Eligible Illigible, Fair Fare, Flea Flee, Gaol Goal, Gentle Genteel, Hale Heal, Human Humane, Honorary Honourable, Industrial Industrious, Ingenious Ingenuous

Test No. 3 Based on (101-150)

Luxuriant Luxurious, Metal Mettle, Minor Miner, Momentary Momentous, Medal Meddle, Officious Official, Moral Morale, Patrol Petrol, Peace Piece, Patron Pattern, Principal Principle, Practice Practise, President Precedent, Qualitative Quantitave, Rout Route, Rein Reign, Sensuous Sensual, Stationary Stationery

Test No. 4 Based on (151-200)

Straight Strait, Temporal Temporary, Urban Urbane, Tenor Tenure, Vale Veil, Whether Weather, Verbal Verbose, Abstain Refrain, Yoke Yolk, Alternate Alternative, Battle War, Blunder Mistake, Beneficial Beneficient, Compare Contrast, Contagious Infectious, Continual Continuous

Test No. 5 Based on (201-250)

Drown Sink, Deny Refuse, Fatal Fateful, Funeral Funereal, Genius Talent, Fetch Bring, Graceful Gracious, Hear Listen, Healthy Healthful, Ice Snow, House Home, Impunity Immunity, Ill Sick, Notable Notorious, Sanguine Sanguinary, Wreath Wreathe

Test No. 6 Difficult Pair of Words

Attenuate Extenuate, Censore Censure, Custom Habit, Devoted Addicted, Decry Descry, Excuse Pardon, Fain Feign, Humility Humiliation, Mantel Mantle, Negligent Negligible, Peal Peel, Rest Wrest

Test No. 7 General Test

Cue Queue, Accept Except, Affect Effect, Allusion Illusion, Ascent Assent, Bail Bale Ballot Ballet, Cast Caste, Cite Site Sight, Complacent Complaisant, Council Counsel Coma Comma, Defer Differ, Device Devise, Dual Duel, Emigrant Immigrant, Further Farther, Gamble Gambol, Hoard Hoide, Imaginary Imaginative, Lightning Lightening Lose Loose, Momentary Momentous, Persecute Prosecute, Prescribe Proscribe, Pain Pane, Quiet Quite, Raise Raze, Soot Suit, Storey Story, Verbal Verbox, Ability Capacity Avenge Revenge, Ancient Old, Answer Reply , Battle War, Mutual Common, Childish Childlike, Empty Vacant

CHAPTER 6

Précis- Comprehension Writing

PART-I

Pre'cis- Its Definition and Importance:

Precis: - The word **"Precis"** is derived from (اخذ کیا گیا) the French "Presi" and is pronounced in English as **precis.** Its literal meaning is "a concise or an abridged statement" (مختصر بیان).

A precis is, therefore, a concise abridgment of a given passage briefly expressing its precise meaning. It is generally defined as a summary of a given passage, but it is never merely a summary. A summary may consist of disconnected facts (منتشر حقائق) but a precis **should be a connected and well- knit piece of composition,** possessing all the qualities of **an independent, original composition.** It should be free from inelegance of diction and style. We can, therefore, say that a pre'cis is a summary of any piece of printed, written, or spoken matter, containing all the essential points of the given piece and possessing nearly all the qualities of a piece of original composition, viz. (a) **Systematic development of thought.(b) Absence of jarring and dissonant elements** and (c) **smoothness and elegance of style.**

We may be asked to make a precis of a paragraph, a series of paragrahs, a chapter, a book, an essay, a series of letters or other documents dealing with one subject.

How to make a Precis:

1. Read through the whole passage carefully, **once, twice, or as many times as you feel it** necessary to comprehend carefully, its broad meaning. Determine the main idea of the passage. Generally speaking, you should read it thrice, but if you do not grasp the sense completely even then, you should read it again. The comprehension of the sense of the passage depends on your mental equipment and also on the style of the passage. The more well-up you are in English, the quicker you will comprehend the contents of the passage. The easier the passage, the less the labour required to understand it, but if the passage is difficult or complicated, it will have to be read many times and with great concentration. A careful and close study of the given passage is to be made not only for making a precis but also for answering any question on it. However, precis- writing is good **test of your capacity to read intelligently and get the pith of whatever you read;** and this is what your examiner, who sets a questions on precis- writing, wants to know.

مختصر خلاصہ: دیے گئے پیراگراف کو کم از کم تین دفعہ پڑھیں تاکہ پیراگراف کے مرکزی خیال سے شناسائی ہو سکے۔

2. **Give a suitable title to your precis,** indicating briefly the subject of the passage. It should be as concise (مختصر)and pithy (گہرا) as possible. Supply the title even if the examiner does not ask for it. The title must be concise and pithy.

"Brevity is the soul of wit" and a brief title lends an impressive colour to the whole precis.

مختصر خلاصہ: **Precis** کا ٹائٹل ضرور لکھیں، چاہے امتحان میں اس کے متعلق نہ پوچھا گیا ہو۔ ٹائٹل مختصر ہونا چاہیے۔

3. **Find sub- headings:** Read the passage again and again and jot down(لکھ لیں) the salient points (اہم باتیں). If the original passage consists of paragraphs, find a title for each paragraph; and these title may serve as sub-heading to our main title.

مختصر خلاصہ: پیراگراف کو بار بار پڑھیں اور اہم باتوں کو ایک کاغذ پر لکھیں۔

4. **Read the original again:** The reading will give us a correct impression of the relative importance of the ideas in the original. If it does not, the skeleton (ڈھانچہ)plan must be corrected.

If the writer of the passage emphasizes (زور دینا) a certain point, you are also required to emphasize that point; and if he has not developed a certain point, you are not required to develop it.

مختصر خلاصہ: جس بات پر پیراگراف میں زور دیا گیا ہے۔ آپ بھی اسی پر زور دیں۔

5. **Put the original away and write out the first rough draft of the precis.** After having read the passage carefully, having supplied a title and sub-headings, and having revised the skeleton plan, you are now in a position to write out a rough draft of the precis.

Remember that on no account should the original be consulted at this stage. In the actual writing of the precis, you should entirely depend upon your memory, with the skeleton plan to help you. You should overcome the temptation of looking at the original, for then and then alone the precis can be written in your own words. otherwise it will imperil your independence of style and preciseness. A precis must always be written in your own words and not in those of the original passage.

مختصر خلاصہ: پیراگراف کو اچھی طرح پڑھ کر ایک طرف رکھ دیں۔ اور اپنے الفاظ میں لکھنا شروع کریں۔ اصل پیراگراف کو مت دیکھیں۔

6. **Count the words in the original and those in your precis.** Your precis should in no case, exceed **one-third** of the length of the original passage. If the examiner has instructed us to keep to a certain limit, we must carry out his instruction. If your precis is longer than the prescribed limits, you should decide how many more words you should cut down. Condense again some of your sentences without bringing about any change is the sense of the original passage, you may cut down the number of words by using one word for several words; you may change a clause into a phrase; you may avoid unnecessary words and expressions; you may see that no idea is expressed in more than one way. Unnecessary repetition of expression and idea must be avoided. If the original passage contains illustrations, figures of speech and quotations, they should not appear in the precis. **You may replace two negative expressions by one positive.**

Remember that the words of the title are not to be counted in the number of words to be used in making a precis.

مختصر نوٹ: پیراگراف کے الفاظ شمار کریں۔ آپ کی Precis کے الفاظ 1/3 سے زیادہ نہیں ہونے چاہئیں۔

7. **Finally,** revise the precis carefully to make it read as a continuous whole. It should read smoothly and appear like an original composition.

When you think you have done best, you may write out your precis neatly and carefully. Keep as nearly as possible to the same average of words to a line, so that it might help you in counting the words of the precis, State at the end the exact number of words used by you in the precis.

Make the final copy in a neat and legible hand. Mind your spelling and punctuation. Rember that most of the candidates get low marks in precis - writing not because they do it badly but because they write it illegibly and commit mistakes in spelling and punctuation. Spell accurately and punctuate carefully.

Note:

1. Nothing **foreign (بیرونی امداد)should be introduced into the precis.** Nor additions should be made, even though we know much more than what the passage contains.
2. Be particularly careful about your language. Most of the students fail to make a good precis because they cannot express their ideas in a simple and lucid style. Your language should be as clear and as simple as possible. Avoid verbiage.(مشکل الفاظ کا استعمال) High flown and ornate style is not desirable. Let the style of your precis be natural and unaffected.

مختصر خلاصہ Precis: میں اپنی طرف سے کوئی تنقیدی جملہ مت لکھیں۔ صرف پیراگراف کے خیالات پر توجہ دیں۔

MODEL PRECIS

Original Passage:-

Greatest fear of the people, who dwell in Southern Asia, Africa, Northern Australia, Southern Europe and South America, is a short black insect (کیڑا)called the locust (ٹڈی دل), for this winged terror which breeds and multiplies at a prodigious rate (بہت بڑی شرح مقدار) has since the days of Pharaoh (فرعون)been the cause of more death and destruction (تباہی)than any human army. In those countries, the inevitable (لازمی)results of a visitation by this terribly destructive insect result in utter famine. Once it begins its devastating (برباد ہونا)march, milions of rupees worth of crops are consumed, fertile land (زرخیز زمین)is turned into desert and entire populations are left destitute and starving. Due to the consequent famine, death comes within a short time to the poor folk who have sweated and toiled (محنت کی)over land and crops.

The chief difficulty is the amazing fertility (حیران کن پیدائش)of the insect. The female deposits her eggs in the soil in packets, each of which may contain anything from thirty to one hundred eggs. In the really tropical countries, the eggs are hatched in two or three weeks. Development is rapid (تیز)as in one year several generations may be hatched. So that a single pair of locusts alone can multiply enormously. Locusts breeding grounds are estimated to contain millions upon milions of the insects and on one occasion a swarm in flight in East Africa measured sixty miles by three miles and even larger swarms have been observed and recorded.

It has been realised in recent years that the locust pril (خطرہ)cannot be wiped out effectively except by concerted and co-ordinated efforts of every affected country by attacking the insect before it begins its migratory flight (منتقل ہونے کی پرواز), in other words by ruthless extermination in their breeding grounds. **(286 words)**

Application of the Rules to the Model Precis

1. **Main Idea :-**

After reading the passage a few times, you find that the main idea it contains is about the winged terror of the locusts.

2. **Title:-**

Any one of the following will serve the purpose:-

(a) The locust peril
(b) The locust terror
(c) The winged terror of the locusts.

3. **Sub-headings or salient points:-**

By following the passage more closely, the three paragraphs in the original are found to contain three different ideas about the locust. viz.

1. Destruction caused by the locusts. 2.Their amazing fertility. and 3. Their extermination. (تباہ کرنا)

پیراگراف میں تین خیالات پیش کیے گئے ہیں۔
ٹڈی دل کی پیدا شدہ تباہی ۲۔ حیران کن افزائش ۳۔ ان کو تباہ کرنے کا منصوبہ

4. **Read again to determine main points :-**

The reading gives you the impression that the writer of the passage emphasized the destruction caused by the locusts more than he emphasizes any other point. The visitation of the locusts brings five things in its wake, viz. **famine, destruction of crops, conversion of fertile lands into deserts, starvation and death of population.** The next point which he emphasizes a little less than this one is the amazing fertility of the locusts. The third point is their extermination about which he makes only reference towards the end of the passage.

Now the skeleton plan will be somewhat like this:-

مصنف پانچ باتوں پر زور دیتا ہے۔

Skeleton plan

i. Destruction caused by locust.
   - a. **Famine (قحط)**
   - b. **Destruction of crops. (فصلوں کی تباہی)**

c. **Conversion of fertile lands into deserts.** (زرخیز زمین کا ریگستانوں میں تبدیل ہونا)

d. **Starvation** (بھوک)

e. **Death of population.** (لوگوں کی تباہی)

ii. Their amazing fertility.

The female lays eggs in to packets, each containing thirty to one hundred eggs. Several generations breed in a year.

ii. How to exterminate (ختم کرنا)them.

5. **First draft of the precis:-**

The locust is the greatest terror of the inhabitants of the southern half of the world. Since Pharaoh's time it has caused more destruction than any human army. Famine, destruction of crops, conversion of fertile lands into deserts, starvation and death of people follow its visitation. It is astonishingly fertile. The female lays eggs in packets, each containing thirty to one hunderd eggs which are hatched in a few weeks. Several generations breed in a year, thus multiplying them in billions.

It is realized that to efface (ختم کرنا)this danger, the affected countries should strive together to exterminate the locust in their breeding grounds.

6. **Count the number of the words:-**

The number of words in the original passage is 286. Their number in precis should be 95. Their number in the rough draft is 103. It means that you have still to curtail the number of words in the rough draft of the precis by 8.

Now, you have to determine which other words and expressions may further be deleted.:

Second paragraph: Thus multiplying them in billions.
Third paragraph: It is realized that.

After deleting them, the number of words left in the precis is 94.

7. **Final precis:**

Read the rough draft of the precis again and if, after curtailing it by nine more words, there is no jarring element left, re-write it in a legible hand. Take care of your spelling and punctuation.

In the right hand corner, just below the last line of the precis. Indicate the exact number of words used by you. Your precis will, then appear as follows:-

The Locust Terror

The locust is the greatest terror of the inhabitants of the southern half of the world. Since Pharaoh's time, it has caused more destruction than any human army. Famine, destruction of crops, conversion of fertile lands into deserts, starvation and death of people follow its visitation.It is astonishingly fertile. The female lays eggs in packets, each containing thirty to one hundred eggs which are hatched in a few weeks. Several generations breed in a year. To efface the danger, the affected countries should strive together to exterminate the locust in their breeding grounds. **(94 words)**

TITLE کی نشاندہی کا طریقہ

9- •Title عام طور پر پیرا گراف کے پہلے فقرے یا آخری فقرے میں تلاش کریں۔

10- • اگر پہلے اور آخری فقرے میں ٹائٹل نہ ملے تو اسے پیرا گراف کے مرکزی خیال میں سے ڈھونڈیں۔

11- •Title ایسا ہونا چاہیے جو پیرا گراف کے تمام پہلوؤں کا احاطہ کرے عام طور پر مندرجہ ذیل الفاظ کی مدد سے ٹائٹل لکھا جاسکتا ہے۔ Title ہر صورت میں لکھیں۔ اگر امتحان میں نہ پوچھا گیا ہو تب بھی لکھیں۔

a The value of..
b The importance of ....
c The merits of ....
d The advantages of ....
e The role of ....
f The evils of ....
g The advantages of ....
h The disavantages of ....
I The harms of..

مندرجہ ذیل باتوں کو Pretis میں درج نہیں کرتے۔

Omit the following

پیرا گراف کو مختصر کرتے وقت مندرجہ ذیل باتوں کو Precis میں عام طور پر درج نہیں کرتے۔

1- مثالوں کو عام طور پر Precis میں درج نہیں کرتے۔
2- کہانیوں، ڈائیلاگ اور سوالیہ فقروں کو Precis میں مت درج کریں۔
3- Precis میں اگر ایک ہی بات کو دوبارہ لکھا گیا ہو تو اسے صرف ایک بار لکھیں۔
4- سوالیہ فقروں کو precis میں درج نہیں کرتے۔
5- تفصیلات اور تشریحات کو Precis میں درج نہیں کرتے۔

Precis Writing لکھنے کے رہنما اصول

1- دیئے گئے پیرا گراف کو اچھی طرح پڑھیں اور اہم باتوں کو نوٹ کریں۔
2- Precis عام طور پر دیئے گئے پیرا گراف کا 1/3 ہوتی ہے۔ البتہ اگر پرچے میں کوئی حد مقرر کردی گئی ہو تو اس کی پابندی کرنا ضروری ہوتا ہے۔
3- Precis کا Tense وہی لکھیں جو پیرا گراف میں دیا گیا ہو۔
4- Precis میں زبان پیرا گراف سے مت نقل کریں۔ بلکہ اپنے الفاظ میں مختصر کریں۔
5- Precis ہمیشہ "He" یا "We" کے صیغے میں لکھیں۔ "I" کے صیغے میں Precis مت لکھیں۔ اگر پیرا گراف "I" سے شروع کیا گیا ہو تو اسے "The writer says that he" میں بدل دیں۔
6- زبان سلیس، سادہ اور عام فہم ہونی چاہیے۔
7- Title ضرور لکھیں۔
8- Title مختصر لیکن جامع ہونا چاہیے۔

غلط Precis کیا ہوتی ہے؟

1- غلط Precis میں زبان مربوط اور مسلسل نہیں ہوتی۔ بلکہ Precis کو پڑھتے وقت ایسا دکھائی دیتا ہے کہ ایک فقرے کا دوسرے فقرے کے ساتھ کوئی ربط نہیں ہوتا۔

۲۔ غلط Precis عام طور پر 1/3 سے زیادہ کم ہوتی ہے۔

۳۔ غلط Precis میں لکھنے والا اپنی طرف تنقید یا تبصرہ کرتا ہے۔

۴۔ غلط Precis میں لکھنے والا عام طور پر "I" کا صیغہ استعمال کرتا ہے۔

۵۔ غلط Precis میں پیراگراف میں سے فقرے لکھ دیے جاتے ہیں۔

Comprehension Writing

Meaning : To comprehend means to understand and comprehension is **'the act of understanding or the power of understanding.** We say, " This book is beyond the comprehension of this child "means that the book contains things which a child cannot understand. When we say , " **He does not comprehend me** " we mean he is unable to understand me.

Exercise in comprehension : An exercise in comprehension is an exercise in understanding exercise. It is an exercise in understanding the contents of a passage of prose or poetry.

How the Question is set : The exercise in comprehension may be set in different ways:-

(1) Several questions may be asked **"each testing the understanding of a part of the** passage. These questions are usually given below the passage.

(2) Some words, phrases or terms and expressions may be marked (Underlined or italicised) and the student may be required to explain them.

(3) The student may be asked to read the passage carefully and give in his words the substance of the whole.

(4) All these three may be present.

What is required of the student : is to answer the questions given below the passage in their own words. He is expected to understand the whole and every part of the passage. He should follow every word and know what it is doing there. He should also note and know that a sentence may seem to mean something which it does not actually mean. He should be on his guard that words do not play him tricks and the sentences do not confuse or confound him. The student should be able to master the passage. This is real comprehension.

Preparation for Comprehension :

Read the following sentences : -

(1) He only looked towards me.

(2) Only he looked towards me.

(3) He looked towards me only.

Now read them again as follows : -

(1) He only looked towards me.

(2) Only he looked towards me.

(3) He looked towards me only.

Thus comprehended, the distinction between the sentences will be clear.

They will become : -

(1) He only looked .... towards me. (did not speak).

(2) Only he .... (nobody else ....).

(3) .... towards only. (....... towards nobody else)

This little exercise gives us the rule that the arrangement of words be carefully studied so that the meaning of the sentence may rightly be understood.

II. look at the following sentences : -

(1) He came to know of my troubles.
(2) He came to ask me for some money.
(3) After a few minutes, he came to.

Intelligently read, the sentences show the different ways in which an expression may be used to mean different things. The sentences mean : -

(1) He learnt of my troubles.
(2) He came (in order to) ask me for some money.
(3) After a few minutes, he came to (his senses).

This teaches us that an exercise in comprehension is an exercise at careful study of words and their idiomatic use.

III Consider the following paragraph : -

Water, how important it is in our daily existence and how little we appreciate it. Have you ever stopped to consider how many of our daily needs it supplies ? It is the medium for all the chemical processes of our bodies and without it, we could not live.' We use it for external cleaning, for washing our clothes, our dishes, our houses and o motor cars and it is even used in washing the streets.

Questions :

1. *What is the passage about ?*
2. *Is water important in our lives ?*
3. *Do we appreciate how important it is ?*
4. *What are the daily needs it supplies ?*
5. *Why is water important for our existence ?*
6. *Of what use is water in the home ?*

If we have to answer such questions, we shall have to read the passage again and again and look carefully to find where the answer to each question lies. For comprehension, therefore, it is essential to read and understand and remember, well enough to be able to ' answer questions about the contents.

1. About water.
2. Yes, it is important.
3. Yes, we,appreciate it.
4. It supplies many daily needs.
5. It is important for our existence.

(1) The passage is related to the use and importance of water.
(2) Water is very important for our life.
(3) Yes, We should realize from its utility in our life that it is very important.
(4) It cleans our body, washes our clothes, our homes and our motorcars.
(5) Water is important for our existence because our life depends on it.

Comprehension writing

Comprehension کے لغوی معنی سمجھنے کے ہیں اس لئے اس کی مشق کرتے وقت دیے گئے پیراگراف کو پوری طرح سمجھنے کے بعد سوالات کے جوابات تلاش کرنے چاہئیں۔ طلباء کو چاہیے کہ

۱۔ پیراگراف کے مرکزی خیال کو پوری طرح سمجھیں۔
۲۔ ان فقرات پر لائن لگائیں جو مرکزی خیال سے متعلق ہوں۔
۳۔ فقرات کے مرکزی خیال سے ان کے تعلق کی اہمیت کو صحیح جانچنے کی کوشش کریں۔
۴۔ آخر میں دیے گئے سوالات کو پڑھ کر ان کی حدود (Scope) پر غور کریں اور ان کے جواب ڈھونڈ کر نشان لگائیں۔
۵۔ سوال جس زمانے یعنی Tense میں پوچھا گیا ہو اس کا جواب اسی Tense میں دیں۔
۶۔ سوالات کے جوابات مکمل اور فقرے گرامر کی رو سے درست ہوں۔ مکمل فقرات مثلاً "Why did he go to college?" کا جواب To get education غلط ہے۔ اس کی بجائے "He went to college to get education" لکھنا چاہیے۔
۸۔ سوالات کے جوابات اپنے الفاظ میں لکھیں۔ البتہ پیراگراف کے فنی الفاظ یا سائنٹیفک الفاظ کو ویسا لکھا جا سکتا ہے۔
۹۔ پیراگراف کا ٹائٹل ضرور لکھیں۔
۱۰۔ Title مختصر لیکن جامع ہونا چاہیے۔
۱۱۔ Title عام طور پر پیراگراف کے پہلے یا آخری فقرے میں موجود ہوتا ہے اگر پہلے یا آخری فقرے میں title نہ ملے تو پیراگراف کے مرکزی خیال میں موجود ہوگا۔ مرکزی خیال میں Title نکال کر لکھیں۔

How to answer this question in the examination

1. The question on comprehension and precis-writing is compulsory in English paper "B" of Punjab University.

Most of the students do not know the art of attempting the question in the paper. **They simply reproduce the answers from the original paragraph and do not know that such an attempt is useless.** It does not bring any credit to them. **They are not awarded any mark by the examiner. When word for word copy is made from the original paragraph.** They deserve credit only when they write the answer in their own language.

Here is given a paragraph. The correct method to write answers of the given questions is given below:

Solved Example No.1

1. The great advantage of early rising is the good start that it gives us in our day's work. The early riser does a large amount of work before other men have got out of bed. In the early morning, the mind is fresh and there are few sounds or other distractions(تفریحات), so that work done at such time is generally well done. In many cases, the early riser also finds time to take some exercise in the fresh morning air and this exercise supplies him with a fund of energy that will last until evening.

By beginning so early, he knows that he has plenty of time to do thoroughly all the work he can be expected to do and is not tempted to (ادھوری کرنا) and hurry over any part of it. All his working being finished in good times, he has a long interval of rest in the evening before the timely hours when he goes to bed. He gets to sleep several hours before midnight, at the time when sleep is most refreshing and after a sound night's rest, rises early next morning in good health and spirits (احساسات) for the labour of a new day.

Questions:

1. **What is the great advantage of early rising?**
2. **What are the advantages of early rising?**
3. **What are the uses of going to sleep long before midnight?**
4. **Why should one take exercise in the morning and begin ones work so early?**
5. **Make a precis of the passage given above.**

Bad Attempt

What an average student does?

An average student does not study the paragraph properly. He reads the question and tries to find similar words in the paragraph which he comes across in the question. Then he copies them in the paper.

Note: **Reproduction does not deserve any mark.**

Answer:

1. The great advantage of early rising is the good start it gives us in our day's work.

Bad attempt: **Word for word reproduction.**

2. The early riser does a large amount of work before other men have got out of bed. In the early morning, the mind is fresh and there are few sounds, or other distractions.

(Bad attempt)

3. By beginning so early, he knows that he has plenty of time to do thoroughly all the work, he can be expected to do, and is not tempted to hurry over any part of it.

(Bad attempt)

4. In many cases, the early riser also finds time to take some exercise in the fresh morning air and this exercise supplies him with a fund of energy that will last until the evening.

پیراگراف کو اچھی طرح پڑھے اور سمجھے بغیر جوابات کو لفظ بہ لفظ درج کر دیا جاتا ہے جو کہ یقینی طور پر غلط طریقہ ہے۔

How to answer the questions:

ہر سوال کے جواب پر نشان لگائیں۔ اسے ذہن نشین کر کے اپنے الفاظ میں اس کا جواب دیں۔

1. Early rising is very beneficial (فائدہ مند) for health. An early riser gets early start to solve the daily problems of life.
2. Early rising gives us many advantages which are listed below:

(a) An early riser gets enough time to do a large amount of work.

(b) In the morning an early riser feels fresh. He has nothing to disturb him. He does all type of work with full devotion.

(c) In the evening, he is almost free. He goes to bed early and gets up early in the morning the next day.

3. The person who goes to sleep in the evening a little early than other people has the following advantages:

   (a) A person who goes to bed several hours before midnight, is refreshed soon. At that time, sleep is very refreshing.

   (b) Next morning, he gets up with a fresh mind and body. He has enough energy to do next day's labour.

4. The early riser has enough time to take exercise. This exercise gives him energy to do next day's work.

5. **Precis of the passage.**

   The early riser reaps many advantages. He does a large amount of work. He is fresh in the morning and does his work in an atmosphere of peace and calm. He takes exercise early in the morning and feels fresh and strong to do the whole day's labour. At night, he goes to bed a little early. After a sound night's rest, he gets up in the morning in full health and vigour.

Title: **The advantages of early rising.**

Examples No.2

Tracts of land from which coal is obtained are called coal-fields. These so - called fields are not on the surface of earth, like fields of rice or wheat, but at some depth below it. They consist of layers of beds which run under the grounds. When a layer of this kind has been opened, the opening is called a mine and hence coal is classed as a mineral. India possesses many coal-fields but much fewer and smaller than those of England in proportion to the size of the country. The coal too is of inferior quality. It is without gas and it leaves much larger amount of ash when it is burnt.

Questions:

1. **What are coal- fields?**
2. **What is a mine and why is coal termed as a mineral?**
3. **How are the coal-fields in India compared with those in England.**
4. **Make a precis of the passage given above.**

Answer:-

1. Coal-fields are underground tracts of land from which coal is obtained.
2. The layer of mineral underground when opened is called a mine. Since coal is dug out from the mines, it is called a mineral.
3. Indian coal-fields are smaller and fewer as compared with those of England. Moreover, Indian coal is also inferior.

Precis of the passage:

The coal-fields are underground tracts of land from which coal is obtained. They have underground layers of bed. They are called mine when they are opened. The Indian coal is inferior in quality to the British coal.

Title: What are coal-fields

Example No.3

Mankind has undoubtedly (بلاشبہ) progressed since medieval times. (قرون وسطی)The earliest man lived like brute. Individuals fought among themselves and the strong destroyed the weak '**for that is the law of the jungle the law of irrational** life(نامعقول). But man was not an animal like other animals. He possessed rational (عقل پرمبنی) faculties, (صلاحیتیں) These faculties gradually developed and appeared in his actions and man gave up the law of the jungle and evolved (اخذ کیا) his own rational laws. Men saw that the law of physical strength was not applicable (قابل عمل)to their lives. They realized that they "**had souls and the strength of a being with a soul can consist** in a variety of capabilities other than the power to hack and hew, (کاٹنا)tear and bite. For instance, (مثلاً) a man can be strong in reasoning or making tools or in controlling the actions of other rational beings with the power of song or speech.

Thus men realized that they should not be fighting among themselves but should be working together and giving one another opportunities (مواقع)to develop their respective strength. This was the first step in man's progress. By his means men gained much control over the forces of Nature and made each other so much wiser and comfortable that they were convinced that they were the best creation of God.

طلباء کی سہولت کیلئے ہم اس پیراگراف کا اردو ترجمہ درج کرتے ہیں۔ تاکہ Precis بنانے میں سہولت رہے۔ انسان نے بلاشبہ پچھلے زمانے کی نسبت کافی ترقی کی ہے۔ ابتدائی انسان جانوروں کی طرح رہتے تھے۔ افراد آپس میں لڑتے تھے اور طاقتور لوگ کمزور لوگوں کو تباہ کر دیتے تھے۔ کیونکہ یہی جنگل کا قانون تھا۔ اور یہ غیر عقلی اور منطقی زندگی کا آغاز تھا لیکن انسان ایک جانور تھا۔ اس کے پاس عقل تھی۔ عقل کی صلاحیت نشوونما پاتی گئی اور اس کا مظاہرہ اس کے اعمال میں ظاہر ہونے لگا۔ لوگوں نے محسوس کیا کہ ان کے پاس روح تھی اور روح کی موجودگی اور جسمانی طاقت کی بناء پر وہ ایسے کام کر سکتے تھے جو کاٹنے، پھاڑنے اور چیرنے سے مختلف تھے۔ مثال کے طور پر ہر انسان آلات کو استعمال کر سکتا ہے اور دوسرے لوگوں کے اعمال کو تقریر یا گانے سے کنٹرول کر سکتا ہے۔ اس لئے لوگوں نے محسوس کیا کہ انہیں آپس میں لڑنا نہیں چاہئے انہیں مل جل کر کام کرنا چاہئے تاکہ وہ اپنی صلاحیتوں کی نشوونما کر سکیں اس طریقے سے لوگوں نے فطرت کے عناصر پر قابو پا لیا اور انہوں نے ایک دوسرے کو اتنا عقل مند اور آسودہ حال بنا دیا کہ وہ اس بات پر یقین کرنے لگے کہ وہ خدا کی بہترین مخلوق ہیں۔

QUESTIONS:

1. **How did the earliest man live ?**
2. **What is the law of the jungle ?**
3. **What was the difference between man and animals ?**
4. **What did man learn to do when his reasoning was developed ?**
5. **What did man realize?**

ANSWER:

1. The earliest man lived like brutes. Individuals fought among themselves. The stronger destroyed the weak.
2. The law of irrational life is called the law of jungle.
3. Man possessed reasoning power. These faculities (صلاحیتیں) developed gradually and appeared in his action.

4. Man realized that he possessed capabilities (صلاحیتیں) besides cutting and tearing. Man could reason. He could make tools. He could control the actions of others with the power of song and speech.
5. Man realized the advantages of co-operation. Thus he gained control over the forces of Nature. He made others comfortable. He realized that he was the best creation of God.

Hints for Precis Writing

۱۔ پرانے زمانے کے لوگ وحشی تھے اور ان کی زندگی میں جنگل کا قانون کارفرما تھا۔
۲۔ انسان کے پاس عقل تھی۔ اس نے محسوس کیا کہ وہ جنگل کے قانون کے تحت زندگی بسر نہیں کرسکتا۔
۳۔ انسان نے محسوس کیا کہ وہ روح اور جسمانی طاقت کے بل بوتے پر ایسے کام بھی کرسکتا ہے جو خالصتاً ذہنی تھے۔
۴۔ انسان نے مل جل کر رہنے کا قانون بنایا اور ہر مظاہر فطرت کو کنٹرول کرنا سیکھ لیا۔
۵۔ اردو میں دیے گئے مندرجہ بالا اہم اشاروں کی مدد سے ہم انگریزی میں اہم باتوں کو لکھیں گے۔

1. The primitives were savages. They were governed by law of jungle.
2. Man had rational faculty. He could not lead life under the rule of jungle.
3. He could master the forces of Nature and do mental achievements.
4. He learnt the art of living together.

Precis:

The primitives (قدیم لوگ) were savages (وحشی) governed by the law of jungle. But man was a rational animal (عقل پسند). His potentialities (صلاحیتیں) gradually developed. He evolved his own laws. He realised that he had a soul and a mind. He had reason and could win fellow-beings by the power of speech or song. Men started conquering (فتح کرنا) Nature and made their life comfortable. They thought that they were the best creation of God.

Title: **The growth of civilization. OR the conquest of man.**

PART-II

For the Beginners

Passages to be solved with the help of Urdu translation:

1

(1) Tolstoy was born in a forty two room palace (محل), surrounded by wealth, yet in the last part of his life, he gave away (تقسیم کیا) all of his wealth and died without a dollar in a small Russian station surrounded (گھرا ہوا) by peasants (کسان).

In his youth; Tolstoy led a life of luxury (عیش و عشرت), 'yet in his later life, he dressed in the rough clothes of a peasant (کسان), made his own bed, swept his own room, and ate a very simple food.

· Tolstoy is more famous today than all the kings of Russia,, He wrote two great novels, namely, War and Peace and Anna Karenina. He preached (تبلیغ کرنا) peace and love and the abolition (ختم کرنا) of poverty (غربت). He loved and served the poor.

اردو ترجمہ: ٹالسٹائے بیالیس کمروں والے محل میں پیدا ہوا۔ اس کے ہر طرف دولت تھی لیکن اپنی زندگی کے آخری حصے میں اس نے اپنی زمین اور دولت لوگوں میں بانٹ دی۔ جب وہ مرا اس کی جیب میں کوئی پیسہ نہ تھا۔ وہ روس کے ریلوے سٹیشن پر مرا۔ جس کے گرد کسان رہتے تھے۔ جوانی میں ٹالسٹائے نے عیش و عشرت کی زندگی بسر کی۔ لیکن بعدازاں اس نے کسانوں والے معمولی کپڑے پہن کر گزارہ کیا۔ وہ اپنا بستر خود لگاتا، اپنے کمرے کو خود جھاڑو دیتا اور سادہ خوراک کھاتا۔ ٹالسٹائے روس کے تمام بادشاہوں سے زیادہ مشہور ہے۔ اس نے دو مشہور ناول لکھے۔ ایک کا نام وار اینڈ پیس اور دوسرے کا نام "آینا کرینینا" تھا۔ اس نے محبت اور امن کا درس دیا اور غربت کو ختم کرنے کا عزم کیا۔ وہ غریبوں سے محبت کرتا تھا۔

Questions:

(a) Who was Tolstoy ? To which country did he belong ?

جواب۔ ٹالسٹائے ایک ناول نگار تھا۔ وہ روس کا رہنے والا تھا۔

(b) What are the names of his novels ?

جواب۔ اس نے دو ناول "وار اینڈ پیس" اور "آینا کرینینا" لکھے۔

(c) What sort of life did he lead ?

جواب۔ اس نے جوانی میں آرام دہ زندگی comfortable life بسر کی۔ بعدازاں وہ سادہ زندگی بسر کرنے لگا۔(began to lead)

(d) What did he preach?

جواب۔ اس نے امن اور بھائی چارے کی تبلیغ کی۔

(e) Write a short note on the life of Tolstoy.

(f) Explain the meaning of the following :

(i) A life of luxury.

(ii) Gave away.

(iii) Without a dollar.

(iv) Suggest a suitable title and make a Precis of the passage given above.

Precis ترجمے کی مدد سے حل کریں

ٹالسٹائے ایک امیر ناول نگار تھا۔ لیکن زندگی کے آخری دور میں (In the last part of his life) اس نے اپنی تمام جائیداد (all his belongings) غریبوں میں تقسیم (distributed) کردی۔ اور وہ سادہ زندگی گزارنے لگا (began to lead)۔ اس نے اپنے ناول میں "امن اور بھائی چارے" کی تبلیغ کی۔

2

A great part of Arabia is desert.(صحرا)Here there is nothing but sand and rock.(چٹان) The sand is so hot that you cannot walk over it with your bare feet (ننگے پاؤں) in day time. Here and there in the desert are springs of water (پانی کے چشمے) that come from deep down under the ground. These springs are few and far apart, (دور دراز) but wherever there is one, green grass very soon covers the ground all around it. Soon fig trees (انجیر کے درخت) and palm trees grow tall and graceful, (پُر وقار) making a cool, green shady place around the spring. Such a place is called oasis (نخلستان).

The Arabs who are not in the cities live in the desert all the year around. They live in tents (خیمے) that can be put up and taken down very easily and quickly, so that they can move from one oasis to another. These desert Arabs eat ripe, sweet figs and also the dates that grow upon the palm trees. They dry them, too, and use them as food all the year round.

اردو ترجمہ:۔ عرب کا بہت سارا حصہ صحرا ہے۔ اس کے ارد گرد ریت اور چٹانیں ہیں۔ ریت اتنی گرم ہوتی ہے کہ آپ ننگے پاؤں اس پر چل نہیں سکتے۔ صحرا میں ادھر ادھر پانی کے چشمے پائے جاتے ہیں جو کہ زمین میں سے نکلتے ہیں۔ یہ چشمے کافی فاصلوں پر واقع ہیں لیکن اگر کسی جگہ ایک بھی چشمہ پایا جاتا ہے تو اس کے ارد گرد گھاس اُگ آتی ہے اس کے علاوہ کھجور اور انجیر کے درخت بھی پائے جاتے ہیں۔ جو بلند ہونے کی وجہ سے پُر وقار دکھائی دیتے ہیں ایسی جگہ کو نخلستان کہتے ہیں۔

وہ عرب جو شہروں میں نہیں رہتے وہ سارا سال صحراؤں میں رہتے ہیں وہاں پر وہ خیمے لگا کر رہتے ہیں۔ جنہیں آسانی سے لگایا اور اکھاڑا جا سکتا ہے۔ اس طرح عرب ایک نخلستان سے دوسرے نخلستان تک آسانی سے آتے جاتے ہیں۔ یہ صحرائی عرب میٹھے پکے ہوئے انجیر اور کھجور بھی کھاتے ہیں اور سارا سال انہیں غذا کے طور پر استعمال کرتے ہیں۔

Questions:

1. What kind of a country is Arabia?
2. What is an oasis?
3. How do the desert Arabs live?
4. What do the desert Arabs eat?
5. Give it an appropriate heading.

۱۔ عرب ایک ریگستانی علاقہ ہے۔

۲۔ نخلستان ایسی جگہ کو کہتے ہیں۔ جس میں چشمے پائے جائیں اور وہاں سرسبز درخت ہوں۔

۳۔ عرب کے لوگ خیموں میں رہتے ہیں۔

۴۔ وہ کھجوریں اور انجیر کھاتے ہیں۔

3

The village canal is a great blessing (بابرکت نعمت) especially in summer. How anxiously(اضطراب، بے چینی) and eagerly(اشتیاق کے ساتھ) the village folk(گاؤں کے لوگ) look forward (بے چینی سے انتظار کرنا) to the day when the water arrives. What a joy it is for all, especially, the farmers who are always in majority. They know that they will now find rest and relief (آرام)from the constant (مستقل) labour of watering their fields by their wells, (کنوئیں) their bullocks will also have an easier time, and so the camels and buffaloes. The canal water brings food and drink to the fields as no other water can give them.

The canal in summer is a joy to everybody in the village. Men and women may be seen bathing in it at all hours in the day. At mid-day(دوپہر) the women take out their washing and do a good day's work. Children wash and bathe and swim and play in the water. They bring their cattle also for a drink, bath and wash. The buffaloes like to lie in the water for hours on end. The canal provides a daily festival (تہوار) for the villagers and if it dries up for a few days, everybody feels so miserable. (پریشان حال)

اردو ترجمہ: دیہاتی نہر ایک بہت بڑی نعمت ہے۔ خاص طور پر گرمیوں میں گاؤں کے لوگ کس بے تابی اور اشتیاق سے پانی کے آنے کا انتظار کرتے ہیں۔ سب کے لئے خاص طور پر کسانوں کے لئے یہ کتنی خوشی کی بات ہوتی ہے۔ کسان عام طور پر کثیر تعداد میں ہوتے ہیں۔ انہیں علم ہوتا ہے کہ اب انہیں کنوئیں سے پانی نکال کر کھیتوں کو دینے کے کام سے آرام مل جائے گا۔ ان کے بیل بھی اب آرام کریں گے اور انہیں راحت کا وقت نصیب ہوگا۔ اس طرح سے ان کے اونٹ اور بھینسیں بھی آرام محسوس کریں گی۔ نہر کا پانی ان کے کھیتوں کے لئے خوراک لائے گا اور انہیں سیراب کرے گا۔ جب کہ اور کسی قسم کا پانی ایسا کام نہیں کر سکتا۔

گرمیوں میں نہر ہر کسی کے لئے باعث مسرت ہوتی ہے۔ مرد اور عورتیں دن کے وقت گھنٹوں تک وہاں نہاتے رہتے ہیں۔ دوپہر کے وقت خواتین کپڑے دھونے کا کام کرتی ہیں۔ بچے نہر میں نہاتے، تیرتے اور کھیلتے ہیں۔ وہ اپنے مویشیوں کو بھی وہاں لے آتے ہیں۔ بھینسیں گھنٹوں پانی میں لیٹی رہتی ہیں۔ نہر دیہاتیوں کے لئے میلے کا کام دیتی ہے۔ اگر یہ خشک ہو جائے تو ہر آدمی پریشان ہو جاتا ہے۔

Questions:

ترجمے کی مدد سے اب جواب لکھیں۔

Q.1: In what way is the canal a blessing for the villagers.

نہر دیہات کے لئے ایک نعمت ہے۔ نہر کے پانی سے دیہاتی اپنے کپڑے دھوتے ہیں۔ اپنے مویشیوں کو نہلاتے ہیں۔ نہر کے پانی سے کھیتوں کو سیراب کیا جاتا ہے۔ کسان کنوئیں سے پانی نکال کر کھیتوں کو دینے کی زحمت سے بچ جاتے ہیں۔

Q.2: Why is the canal water the best for irrigation.

نہری پانی آبپاشی کے لئے سب سے بہتر ہوتا ہے۔ کیونکہ اس میں کھیتوں کو زرخیز بنانے کے لئے تمام مفید قدرتی اجزا پائے جاتے ہیں۔

Q. 3: What happens if the canal dries up for a few days?

اگر نہر خشک ہو جائے تو دیہاتیوں کی زندگی ویران ہو جاتی ہے۔ انہیں کھیتوں کو سرسبز و شاداب رکھنے کے لئے کنوؤں سے پانی نکالنا پڑتا ہے۔ بچے بوڑھے اور عورتیں اچھے پانی سے محروم ہو جاتے ہیں۔ مویشی پانی کی کمی کی وجہ سے پریشان دکھائی دیتے ہیں۔

4

In the past, the western civilization (مغربی تہذیب) was not superior to the civilization of the Muslims and the Chinese. It was less strong and less tolerant.(کم جمہوری) Then a number of men of great ability like Kepler and Newton were born in the West. These men gave great power to the western civilization. These people laid the foundation (سنگ بنیاد رکھا)of modern science and the industrial revolution. (صنعتی انقلاب) The most important features of the present- western civilization has alone been distinguished by (نمایاں ہوا) **its energy and intolerance** (عدم برداشت).

The Greeks were less intolerant than their predecessors (پیش رو) but they killed Socrates because of his opinion. On certain matters, he held different views from the accepted view of that time. In the Muslim world, however, Christians and Jews(یہودی) were not in any kind of danger as long as they paid tribute to the Muslims. But throughout the Christian world, death was the penalty(سزا) for disagreeing with the views of Church.

اردو ترجمہ: ماضی میں مغربی تہذیب مسلمانوں اور چینیوں کی تہذیب سے برتر نہیں تھی۔ یہ کم مضبوط اور کم جمہوری تھی۔ مغرب میں نیوٹن اور کیپلر جیسے لوگ پیدا ہوئے۔ ان لوگوں نے مغربی تہذیب کو طاقت بخشی۔ انہوں نے جدید سائنس اور صنعتی انقلاب کی بنیاد رکھی۔ مغربی تہذیب کی خوبیوں میں طاقت اور عدم برداشت کی خوبیاں نمایاں ہیں۔

یونانی اپنے پیش روؤں سے نسبتاً زیادہ روادار تھے۔ لیکن انہوں نے بھی عظیم فلاسفر سقراط کو اس کے نظریات کی بناء پر قتل کر دیا۔ سقراط روایتی طور پر تسلیم شدہ نظریات کے برعکس نظریات کا حامل تھا۔ مسلم دنیا میں عیسائیوں اور یہودیوں کو اس وقت تک کوئی خطرہ نہیں تھا جب تک وہ مسلمانوں کو جزیہ دیتے رہے۔ لیکن تمام دنیا میں صرف عیسائی ایسے تھے جو اپنے سے اختلاف کرنے والوں کو موت کی سزا دیتے تھے۔

Questions:

ترجمے کی مدد سے حل کریں۔

1. **How was the western civilization in the past?**

ماضی میں مغربی تہذیب مسلمانوں اور چینیوں کی تہذیب سے گھٹیا تھی۔ یہ کم جمہوری اور کم روادار تھی۔

2. **What are the distinctive features of the western civilization.**

مغربی تہذیب کے دو پہلو نمایاں ہیں۔ مغرب کے لوگ بہت زیادہ متحرک اور مہم جو ہوتے ہیں اور ان میں عدم رواداری پائی جاتی ہے۔

3. **Why was Socrates killed?**

سقراط کو یونانیوں نے اس لئے قتل کیا کہ اس کے نظریات عام تسلیم شدہ نظریات سے مختلف تھے۔

4. **Were the Christians and Jews persecuted in the Muslim world?**

نہیں عیسائی اور یہودی مسلمانوں کے دور حکومت میں اس وقت تک بالکل محفوظ تھے جب تک وہ جزیہ دیتے رہے۔

5. **Do you think that the Muslims of Pakistan are tolerant.**

اس سوال کا جواب پیراگراف میں موجود نہیں۔ خود بتائیں۔

نہیں پاکستان کے مسلمان ایک دوسرے کو برداشت کرنے کا جذبہ نہیں رکھتے۔ اس لئے پاکستان میں جمہوریت مضبوط بنیادوں پر قائم نہیں ہوگی۔

5

The traffice police consider women better drivers than men. They think women drivers are more careful and law-abiding. Women, unlike men are not excited (جوش میں آنا) by the environments (علاقہ، جگہ) through which they drive. They do not look around foot paths and passing vehicles. This reasoning is all wrong. Naturally women do not look around in our cities. As for the argument that women drivers are not excited by their outer environments (بیرونی ماحول), it is even more easily taken care of. Naturally they are not because they are too engrossed in (جذب ہو جانا) themselves. This therefore does not prove that women are better drivers than men; only that they are bigger introverts. اپنے آپ کو دیکھنے

(خود بین) کی صلاحیت رکھنے والا) Indeed, many would testify that women are so indifferent to what is going on outside that they quite indiscriminately(بلا امتیاز) run over everything from a dog to a full grown man. All the time, they are driving, they are probably thinking of nothing else except themselves.

اردو میں ترجمہ: ٹریفک پولیس عورتوں کو مردوں کی نسبت بہتر ڈرائیور تصور کرتی ہے۔ ان کے خیال میں عورت ڈرائیور زیادہ محتاط اور قانون کی پابندی کرنے والی ہوتی ہے۔ عورتیں مردوں کے برعکس جلدی جوش میں نہیں آتیں۔ وہ اپنے ارد گرد فٹ پاتھ اور گزرتی ہوئی سواریوں کو نہیں دیکھتیں۔ ان کی

یہ دلیل غلط ہے فطری طور پر عورتیں فٹ پاتھوں کی طرف نہیں دیکھتیں۔ شہروں میں چند فٹ پاتھ ہی دکھائی دیتے ہیں۔ یہ دلیل کہ عورت ڈرائیور بیرونی ماحول سے متاثر نہیں ہوتیں کسی حد تک درست ہے۔ فطری طور پر وہ اپنے آپ میں گم رہتی ہیں لیکن اس بات سے یہ ثبوت نہیں ملتا کہ وہ مردوں سے اچھی ڈرائیور ہوتی ہیں۔ بے شک بہت سارے لوگ اس بات کی گواہی دیں گے کہ عورتیں خود بین ہوتی ہیں بلکہ عورتیں اپنے ارد گرد کی دنیا سے اس قدر لاتعلق ہوتی ہیں کہ وہ کتے سے لے کر آدمی تک ہر شے کو کچل کر رکھ دیتی ہیں جب وہ کار چلا رہی ہوتی ہیں اپنے علاوہ کسی اور شے پر توجہ نہیں دیتیں۔

Questions:

1. **Suggest a suitable title for the passage.**
2. **Why do traffic police consider women better drivers than men.**

ٹریفک پولیس عورتوں کو مردوں کی نسبت بہتر ڈرائیور سمجھتی ہے اس کے خیال میں عورتیں مردوں کی نسبت زیادہ محتاط اور قانون کی پابندی کرنے والی ہوتی ہیں۔

3. **How far is the reasoning of the traffic expert wrong.**

عورتیں مردوں کی نسبت زیادہ اچھی ڈرائیور نہیں ہوتیں کیونکہ گاڑی چلاتے وقت وہ ارد گرد کے ماحول سے لاتعلق ہوتی ہیں اور اپنے آپ میں گم رہتی ہیں۔ اس لئے وہ کتے سے لے کر آدمی تک ہر شے کو کچل کر رکھ دیتی ہیں۔

4. **Write a brief note on the performance of traffic police of your city.**

6

Advertisements (اشتہارات) are an essential to the newspaper of today. Its finances (مالیات) depend on them. Without them, it would have either to raise its price (قیمت بڑھانا) to a level that it is disastrous(نقصان دہ) to its circulation, or reduce its size so drastically(اس حد تک) that again its sales would fall suddenly or like many foreign papers submit to being run at a heavy loss by some rich man for his own or other ends(دوسرے مقاصد). Advertisement revenue is the safe guard(تحفظ دیتا ہے) of paper's independence (اخبار کی آزادی) and it is something of a paradox (بظاہر غلط) that it is from the advertiser (اشتہار دینے والا) that very occasionally(کبھی کبھار) **a threat(دھمکی) to its independence(آزادی)** comes. Cases in which an advertiser crudely(غیر متمدن انداز) threatens to withdraw his advertisement because of something a paper has said are very rare, (نایاب) although instances(مثالیں) could be quoted. (دی جا سکتی ہیں)

اردو میں ترجمہ: آج کے اخبارات کے لئے اشتہارات بہت ضروری ہیں۔ اخباروں کی مالی حالت اشتہارات پر منحصر ہے اشتہارات کے بغیر یا تو اخبارات کو اپنی قیمت بڑھانا پڑتی ہے اور اس طرح ان کی سرکولیشن متاثر ہوئے بغیر نہیں رہ سکتی یا پھر انہیں اپنا سائز چھوٹا کرنا پڑتا ہے۔ یا پھر غیر ملکی اخبارات کی طرح ان کو نقصان پر چلانا پڑتا ہے۔ جیسا کہ وہاں پر کوئی امیر آدمی اخبارات کو دوسرے مقاصد کے لئے نقصان پر اخبار چلانے کو بوجھ نہیں سمجھتا۔ اشتہارات سے اکٹھا کیا ہوا سرمایہ اخبار کی آزادی کا محافظ ہوتا ہے۔ یہ بات عجیب لگتی ہے لیکن یہ ایک سچی بات ہے کہ شاید ہی کبھی اشتہار دینے والے

کی طرف سے اخبار کی آزادی کو خطرہ لاحق ہوا ہو۔ اس قسم کے واقعات بہت کم ہوں گے جن میں اشتہار دینے والے نے صرف اس بات پر ناراض ہو کر اشتہار بند کرنے کی دھمکی دی ہو کہ کسی اخبار نے اس کے خلاف لکھا ہے۔

Questions:

1. **Suggest a suitable title for the passage and make a precis.**
2. **What can really threaten the independence of newspaper.**

اخباروں کی آزادی کو اشتہار دینے والوں (مشتہر حضرات) کی طرف سے کم ہی خطرہ رہتا ہے البتہ اخباروں کی آزادی پر حکومت اپنے سخت قوانین نافذ کر کے قدغن لگاتی ہے۔

Govt threatens the freedom of press by its harsh laws.

3. **Why are advertisements essential for the newspapers.**

اشتہار اخباروں کے لئے نہایت اہم ہوتے ہیں۔ اشتہارات کے بغیر اخبار کی قیمت بڑھانا پڑتی ہے۔ اور اس کی اشاعت میں کمی آجاتی ہے۔

How **do the advertisements safeguard the newspapers.**

اشتہار اخبارات کی مالی حالت کو مضبوط بناتے ہیں۔ اس لئے حکومت یا کوئی اور ادارہ انہیں بلیک میل نہیں کر سکتا۔ اس طرح سے اشتہارات اخبارات کی آزادی کے ضامن ہوتے ہیں۔

7

Science can give two kinds of benefits; (فوائد)it can **decrease bad things and it can increase good things.** Science can **end poverty** and **long hours of labour.** In the earliest period of human race, before agriculture, each human individual required two or more square miles to maintain life. **To keep oneself alive was difficult and death from starvation was frequent.** (عام)At that stage, men had the same mixture (آمیزش) of misery(مصیبت) and carefree enjoyments as make up the lives of other animals. Agriculture was a technical advance (پیش رفت) of the same kind of importance as is the modern machine industry. The way that agriculture was used is an awful warning (سنجیدہ تنبیہ) to our age. It introduced **slavery (غلامی) and serfdom(زرعی غلامی) human sacrifice,** absolute monarchy(مکمل بادشاہت)and **large wars. Instead of raising the standard of life,** except for a small governing minority, it **merely increased the population.** On the whole, it probably increased the **sum of human misery.** It is not impossible that industrialism (صنعت کار) may take the same course.

سائنس ہمیں دو قسم کے فائدوں سے ہمکنار کر سکتی ہے یہ بری چیزوں کو ختم کر سکتی ہے۔ اور اچھی چیزوں میں اضافہ کر سکتی ہے۔ سائنس غربت کو ختم کرتی ہے اور محنت مزدوری کے طویل گھنٹوں کو ختم کر سکتی ہے۔ پرانے زمانے میں جب ابھی زراعت کی ابتداء نہیں ہوئی تھی ہر آدمی کو زندہ رہنے کے لئے دو مربع میل زمین کی ضرورت تھی۔ اپنے آپ کو زندہ رکھنا اور فاقوں سے بچنا بہت مشکل کام تھا۔ اس سٹیج پر انسان کی حالت جانوروں کی طرح تھی۔ جو بیک وقت مصیبت زدہ اور غموں سے آزاد ہوتے ہیں۔ زراعت بنی نوع انسان کی تاریخ میں ایک فنی پیش رفت تھی۔ بالکل اسی طرح جیسا کہ ہمارے زمانے میں صنعتی پیش رفت۔ زراعت کو جس طرح استعمال کیا گیا وہ ہمارے لئے ایک خوفناک تنبیہ ہے۔ زراعت نے زرعی غلامی اور انسانی غلامی کو رواج دیا۔ اس نے مکمل بادشاہت اور جنگوں کو جنم دیا۔ معیار زندگی کو بلند کرنے کی بجائے اس نے ایک معمولی سی اقلیت کی حکمرانی کو جنم دیا۔ اور آبادی میں اضافہ کیا۔ مجموعی طور پر اس نے انسانی مصیبت میں اضافہ کیا۔ یہ ناممکن بات نہیں (یعنی ممکن ہے) کہ صنعتی ترقی بھی یہی راستہ اختیار کرے۔

Questions:

1. **What are two possible benefits of science.**

سائنس بری چیزوں کو ختم کر سکتی ہے اور اچھی چیزوں کو جنم دیتی ہے۔ سائنس غربت کو ختم کر سکتی ہے اور محنت کے گھنٹوں کم کرتی ہے۔

2. **What was the condition of man before agriculture was introduced.**

زراعت کے آنے سے پہلے انسان نہایت ہی خستہ زندگی بسر کرتا تھا۔ اپنے آپ کو زندہ رکھنے کے لئے اسے بے حد محنت کرنا پڑتی تھی۔ فاقوں سے بہت سارے لوگ مر جاتے ہیں۔

زراعت نے انسانی غلامی اور زرعی غلام کو رواج دیا۔ لوگوں کا معیار زندگی بلند کرنے کی بجائے اضافہ کیا اور چند لوگوں کی حکمرانی قائم کی۔

4. **Suggest a suitable title for the passage and make a precis.**

8

Atomic Energy promises vast possibilities(امکانات) to mankind. Einstein introduced theory of atom which tells **that matter** (مادہ) **and energy** (طاقت) **can be converted** (بدلہ جاسکتا ہے) into each other and energy has thousand of uses. The problem was how to split atom(توڑنا) and get energy and it was made possible in 1938 by Hahn and Streassman. Then came self- sustaining (مستقل قائم رہنے والی) nuclear chain reaction. Although atomic reactors are not perfect machines and one per cent ot total energy is - reduced through them, (ضائع ہو جانا) even this amount is enormous(کافی). One pound of uranium gives energy equivalent (برابر) to three million pounds of coal. Better reactors will produce more energy with lesser cost and longer duration in future. The uses of atomic energy are manifolds.(کئی قسم کے لوگ) It can **bring peace and prosperity** (خوشحالی) **to the world** if used wisely, but **simultaneously**(ایک ہی وقت میں) it can destroy this earth if used for destructive purposes. It depends upon man to avail(فائدہ اٹھانا) it positively and properly.

اردو میں ترجمہ:

ایٹمی توانائی انسان کے لئے وسیع امکانات کو ظاہر کرتی ہے۔ آئن سٹائن نے ایٹم کے نظریے کو پیش کیا۔ جو ہمیں بتاتا ہے کہ مادہ اور توانائی ایک دوسرے میں بدلے جا سکتے ہیں اور توانائی کے ہزاروں فوائد ہیں مسئلہ یہ تھا کہ ایٹم کو کس طرح سے توڑا جائے اور اس میں سے توانائی پیدا کی جائے۔ 1938ء میں ہان اور سٹریس مان دو سائنس دانوں نے اس کو ممکن بنا دیا۔ اس کے بعد خود بخود پیدا ہونے والی توانائی کا ایک سلسلہ چل نکلا۔ اگرچہ ایٹمی ری ایکٹر مکمل مشینیں نہیں ہیں اور ان میں سے توانائی پیدا کرتے وقت ایک فی صد توانائی ضائع ہو جاتی ہے لیکن پھر بھی پیدا شدہ توانائی کافی ہوتی ہے۔ ایک پاؤنڈ یورینیم تین لاکھ پونڈ کوئلے کو جلانے کے برابر توانائی پیدا کرتی ہے مستقبل میں اچھے ری ایکٹر کم لاگت سے زیادہ توانائی پیدا کر سکیں گے۔ ایٹمی توانائی کے کئی فائدے ہیں۔ یہ خوشحالی اور امن پیدا کر سکتی ہے اگر اسے عقلمندی سے استعمال کیا جائے لیکن یہ دنیا کو تباہ کر سکتی ہے اگر اسے غلط طریقے سے استعمال کیا جائے۔ یہ انسان کے اپنے اختیار میں ہے کہ وہ اسے مثبت انداز میں استعمال کرے۔

Questions:

1. **Suggest a suitable title for the passage and make a precis.**
2. **What is the theory of Einstein regarding atom.**

آئن سٹائن کے مطابق مادہ اور توانائی آپس میں بدلے جا سکتے ہیں ایٹم کے ذرے سے توانائی پیدا کی جا سکتی ہے۔

3. **How much nuclear energy is released by one pound of Uranium.**

ایک پاؤنڈ یورینیم سے اتنی توانائی پیدا ہوتی ہے جتنی کہ تین لاکھ پاؤنڈ کوئلے کے جلنے سے۔

4. **Can atomic energy be used for the benefit of mankind.**

ہاں ایٹمی توانائی کی مدد سے ہم زراعت میڈیسن طب اور صنعت کے شعبوں میں انقلاب لا سکتے ہیں۔

5. **How is atomic energy used for the destruction of mankind.**

9

Among the manifold misfortunes (گونا گوں آفتیں) that may befall humanity, the loss of health is one of the severest. All the joys which life can give cannot outweigh (سبقت) the sufferings of the sick. Give the sick man everything and leave him his sufferings, and he will feel that half the world is lost to him. Lay him on a soft silken couch (ریشمی کوچ صوفہ) he will nevertheless (باوجودیکہ) groan (آہیں بھرنا) sleepless under the pressure of his sufferings, while the miserable beggar, blessed with health, sleeps sweetly on the hard ground. Spread his table with dainty meats (مزیدار گوشت) and choice drinks and he will thrust back the hand that prefers them and envy (رشک کرنا) the poor man who thoroughly enjoys his dry crust (خشک روٹی); let his chair be a throne, and his crutch (بیساکھی) a world swaying sceptre, (طاقتور تاج) he will look with contemptuous eye (تحقیر آمیز آنکھ) on marble, on gold, on purple and would deem himself happy, could he enjoy, even were it under a thatched roof (گھاس پھوس سے بنی ہوئی چھت) the health of the meanest of his servants. (معمولی ترین نوکر)

اردو ترجمہ: انسانیت پر جو مصیبتیں ٹوٹ سکتی ہیں۔ ان میں سب سے زیادہ سنگین مصیبت صحت کا نہ ہونا ہے۔ وہ تمام خوشیاں جو زندگی انسان کو دیتی ہے۔ وہ بیمار آدمی کی پریشانیوں کے برابر نہیں ہو سکتیں۔ بیمار آدمی کو اگر ہر نعمت دے دی جائے لیکن اس کی پریشانیاں اس کے پاس رہنے دی جائیں تو اسے محسوس ہوگا کہ اس کی آدھی دنیا ختم ہو گئی ہے۔ اسے ریشمی صوفے پر لٹا دیا جائے تو وہ پھر بھی اپنی پریشانیوں کے بوجھ تلے کراہتا ہوا نظر آئے گا۔ اس کے برعکس ایک خستہ حال فقیر اچھی صحت کے ساتھ سخت زمین پر آرام سے سو جائے گا۔

ایک بیمار آدمی کی میز پر انواع و اقسام کے کھانوں اور مشروبات کے ڈھیر لگا دو لیکن وہ اس ہاتھ کو جھٹک دے گا۔ جو ان کھانوں کو پسند کرتا ہے بلکہ وہ اس غریب آدمی کو رشک کی نظر سے دیکھے گا۔ جو مکمل طور پر خشک روٹی سے لطف اندوز ہوتا ہے۔ اگر بیمار آدمی کی کرسی ایک تخت و تاج کی مانند ہو اور اس کی بیساکھی ایک تاج ہو۔ لیکن وہ سنگ مرمر، سونے اور اس طرح کی نمود و نمائش کی چیزوں کو کوئی اہمیت نہیں دے گا۔ وہ اپنے آپ کو خوش قسمت تصور کرے گا اگر وہ اچھی صحت کے ساتھ معمولی سی نوکروں والی جھونپڑی میں پڑا رہے۔

Question

1. **Suggest a suitable title and make a precis.**
2. **What is the severest calamity that befalls mankind.**

صحت کا نہ ہونا (The loss of health) ایک ایسی مصیبت ہے جو بنی نوع انسان پر تمام مصیبتوں سے زیادہ تکلیف دہ ہے۔

3. **Compare the condition of a healthy man with that of a sick person. ?**

ایک بیمار آدمی اپنے لئے اور اپنے رشتہ داروں کے لئے پریشانی کا باعث ہوتا ہے۔ بیمار آدمی زندہ درگور ہوتا (is buried alive) ہے۔ وہ زندگی کی کسی آسائش سے لطف اندوز نہیں ہو سکتا۔ جب کہ ایک صحت مند آدمی زندگی کی نعمتوں سے بھرپور لطف اندوز ہوتا ہے۔ اس کی زندگی میں سکون اور خوشی ہوتی ہے۔

4. **Do you think that a healthy beggar is better than a sick monarch (بیمار بادشاہ)**

ایک صحت مند فقیر ایک بیمار بادشاہ سے ہر حال میں زیادہ خوش نصیب ہوتا ہے۔ بیمار بادشاہ زندگی کی کسی نعمت سے لطف نہیں اٹھا سکتا۔ وہ انواع و اقسام کے کھانوں کی لذت سے محروم رہتا ہے۔ رات کو اچھی طرح سو نہیں سکتا اس کے برعکس ایک صحت مند فقیر اپنی کٹیا میں سکون کی نیند سوتا ہے۔

5. **What are the advantages of being healthy.**

10

Very few students have really any clear idea of what science means. The teaching of science in schools, tends to (کوشش کرنا)obscure (مدھم کرنا) the meaning of science. When pupils at school work for a pass in a science subject; they regard it (سمجھتے ہیں) their main business to learn a large number of facts and smaller number of principles and theories(نظریات). Now all this is good in its way. A scientist must have a certain number of facts, principles and theories, at his finger tips. (زبانی یاد) But science would cease (بند ہو جائے گی) to be science if scientists merely (صرف)work for fixed sets of facts and theories (مقررشدہ نظریات اصول). The essence of science(سائنس کا اصلی جوہر) **is the gathering(اکٹھے کرنا) of new facts and the establishment of new theories.** (نئے نظریات قائم کرنا) Science has advanced rapidly (تیزی سے ترقی کی ہے) in recent history because scientists have been greedy(حریص) for new knowledge, and because they have been so ready to disbelieve in text books of their youth. It is, therefore, most important to give our young students of science an awareness (شعور) of **scepticism(شک) and open mindedness;** (کھلا ذہن) **that is the very soul of science.** (سائنس کی روح) Let them realize (محسوس کرنا) that science is essentially a creative activity(تخلیقی عمل ہے).

اردو میں ترجمہ: چند ایک طالب علموں کو اس بات کا علم ہوتا ہے کہ سائنس کا مطلب کیا ہے۔ سکولوں میں سائنس کی تعلیم سائنس کے صحیح مطلب کو دھندلا دیتی ہے۔ کیونکہ سکولوں میں طلباء صرف پاس ہونے کے لئے سائنس پڑھتے ہیں۔ اس لئے وہ کثیر تعداد میں حقائق اور کم مقدار میں نظریات یاد کرنے کو کافی سمجھتے ہیں۔ یہ بات اپنے طور پر درست ہے ایک سائنس دان کو مختلف حقائق اور نظریات یقینی طور پر اچھی طرح یاد ہونے چاہئیں۔ لیکن سائنس، سائنس نہیں رہتی اگر سائنس دان ان طے شدہ حقائق اور نظریات سے اپنے کام کا آغاز کرے۔ سائنس کا اصلی جوہر یہ ہے کہ سائنس دان نئے حقائق تلاش کرے اور نئے نظریات تشکیل دے۔ موجودہ دور میں سائنس نے کافی ترقی کی ہے کیونکہ سائنس دان نئے علم کے لئے سرگرداں رہتے ہیں اور اس لئے بھی کہ وہ اپنے زمانے کے سائنسی علم سے مطمئن نہیں ہیں۔ اس لئے یہ بات اہم ہے کہ ہمیں اپنے نوجوانوں کے ذہن میں تشکیک کا مادہ پیدا کرنا چاہئے۔ اور ان کے اندر ذہنی کشادگی پیدا کرنی چاہئے۔ کیونکہ یہ سائنس کی روح ہے۔ انہیں بتانا چاہئے کہ سائنس بنیادی طور پر ایک تخلیقی عمل ہے۔

Questions:

1. **How does teaching of science obscure the meaning of science.**

سائنس کی تعلیم میں سائنس کا مطلب اس لئے دھندلا جاتا ہے کیونکہ طالب علم سائنس کو صرف امتحان پاس کرنے کے لئے پڑھتے ہیں وہ اس میں نئی شے دریافت نہیں کرتے۔

2. **What is the essence of science.**

سائنس کا اصل جوہر یہ ہے کہ آدمی نئے حقائق اکٹھے کرے اور ہر شے کو کھلے ذہن سے پڑھے۔

3. **What changes should be introduced in the teaching of science.**

طالب علموں کو نئے حقائق سے متعارف کروایا جائے اور ان کے ذہن میں تشکیک کا مادہ پیدا کیا جائے اور انہیں بتایا جائے کہ سائنس ایک تخلیقی کارروائی ہے۔

4. **Suggest a suitable title for the passage and make a precis.**
5. **Explain the meaning of the following.**
Finger tip, Rapidly, Essence, Scepticism.

PART-III

WITH PARTIAL HINTS

11

Trees are useful to man in **three important ways; they provide him wood and other products; they give him shade and they help to prevent** (روک تھام), **drought** (خشک سالی) **and flood.**

Unfortunately (بدقسمتی), in many parts of the world, man has not realized (محسوس کیا) that **the third of these services is the most important.** In his eagerness (شوق) to draw quick profits (فوری فائدہ حاصل کرنا), from the trees, he has cut them down in large number only to find that with them, he has lost the best friends he had.

Two thousand years ago, a rich and powerful country cut down its trees to buy warships with which to gain (حاصل کرنا) itself an empire (سلطنت). It gained (حاصل کرلی) the empire but without its trees, its soil (زمین) became hard and poor. When the empire fell to pieces (سلطنت ختم ہوگئی) the home country' found itself faced by floods and starvation. (قحط)

Even where a government realizes (محسوس کرتی ہے) the importance of a plentiful supply (کثرت سے حاصل ہونا) of trees, it is difficult for it to persuade (قائل کرنا) the villager to see this. The villager wants to cook his food with and he can earn money by making charcoal (کوئلہ) or selling wood to the townsman. He is usually (عام طور پر) too lazy (سست) or too careless to plant and look after new trees. So unless the government has a good system of control or can educate the people, the forests slowly disappear.

This does not only mean that the villagers sons and grandsons have fewer trees. The results are-even more serious, for where their roots break the soil up, (جڑیں زمین توڑ دیتی ہیں) allowing the rain to sink in (بارش داخل ہوتی ہے) and also bind the soil, thus preventing its being washed away easily, but where there are no trees, the rain falls on hard ground and flows away on the surface, causing flood (سیلاب پیدا کرنا) and carrying away with it the rich top soil (زرخیز زمین کو بہا لے جانا) in which crops grow so well. **When all the top soil is gone, nothing remains but worthless desert.**

(Adapted from Hill's book on Precis writing)

Questions :—

1. *How trees are useful to man ?*
2. *What is the most important service of trees to man ?*
3. *Why does a villager cut down a tree ?*
4. *What happens to land in the end after all the trees are cut down?*
5. *Write a short note on the advantages of trees ?*
6. *Suggest a suitable title for the passage and make a Precis.*
7. *Explain the meaning of the following : —*

   (i) Empire, (ii) Starvation, (iii) Soil.

اردو میں اہم اشارے

۱۔ درختوں کے تین فائدے ہیں۔ یہ ہمیں لکڑی فراہم کرتے ہیں، سایہ دیتے ہیں اور ہمیں سیلاب اور خشک سالی سے بچاتے ہیں۔
۲۔ دیہاتی درختوں کو لاپرواہی سے کاٹتے رہتے ہیں۔ درخت انہیں روزی فراہم کرتے ہیں لیکن وہ نئے درخت نہیں لگاتے۔
۳۔ حکومت کو نئے درخت لگانے کے لیے کوشش کرنی چاہیے۔
۴۔ اگر درخت کم ہو جائیں تو بارش ہونے کی صورت میں زمین کی زرخیز مٹی بارش کے پانی میں بہہ جاتی ہے اور ہمیں جنگل اور صحرا ملتے ہیں۔

12

Every one knows that taxation is necessary in a modern state. Without it, it would not be possible to pay to the soldiers and policemen who protect (حفاظت کرنا) us and the workers in government officers who look after (دیکھ بھال کرنا) our health, our food, our water and all the other things that we cannot do for ourselves or also the ministers and the members of parliament who govern the country. By means of taxation(ٹیکسوں کی مدد سے) we pay for things that we need as much as we need somewhere to live and something to eat.

But though every one knows that taxation is .necessary; different people have different ideas how taxation should be arranged? Should each person has to pay a certain amount of money to the government each year? Or should there be tax on things that people buy and sell ? If the first kind of taxation is used, should everyone pay the same tax whether he is rich or poor ? If the second kind of tax is preferred, should every thing be taxed equally ?

In most countries, **a direct tax on persons which is called Income Tax exists**. It is arranged in such a way that poor people pay nothing, and the percentage of tax grows greater as the taxpayer's income grows. In England for example, the tax on the richest people goes up as high as ninety percent. .

But countries with direct taxation nearly always **have indirect taxation too.** Many **things imported (موجود ہے) into the country have to pay taxes or duties.** It is the men and women who buy these important things in the shops who really have to pay the duties in the form of higher prices. In some countries, too, there is a tax on things sold in the shops. If the **most necessary things ar taxed,** a lot of money is collected but the poor people suffer most. **If unnecessary things like jewels** (جواہرات) **and fur coats** (سمور کے کوٹ) **are taxed,** less money is obtained but the case is fairer as the rich pay it. Perhaps **this kind of indirect tax together with a direct tax** on incomes which is low for the poor, and high for the rich is the best arrangement.

(Taken from Hill's book on Precis writing)

Questions : –

1. *Who has to be paid out of taxes ?*
2. *How is income tax arranged ?*
3. *How is indirect tax arranged ?*
4. *Suggest a suitable title for the passage and make a precis.*
5. *Do you think that tax system in our country is correct ? What is the main defect (in it ?*
6. *Explain the meaning of the following :*

(i) Parliament, (ii) Import, (iii) look after.

اہم اشارے:

ا۔ جدید ریاست کو چلانے کیلئے ٹیکس ضروری ہیں۔
۲۔ ان کی مدد سے ہم گورنمنٹ ملازمین کی تنخواہ دیتے ہیں۔ وہ ہماری دیکھ بھال کرتے ہیں۔
۳۔ ٹیکس دو قسم کے ہوتے ہیں براہ راست ٹیکس کو (Income Tax) کہتے ہیں یہ امیر لوگوں کی آمدنی پر لگتا ہے اور غریب لوگوں کو ادا نہیں کرنا پڑتا۔
۴۔ بالواسطہ ٹیکس درآمدی اشیاء پر لگتا ہے۔ ہم ان اشیاء کو خریدتے ہیں اور ان پر جو ڈیوٹی لگتی ہے ہم اسے ادا کرتے ہیں۔
۵۔ دونوں طرح کے ٹیکس حکومت چلانے کیلئے ضروری ہیں۔

13

Ships are not of course made **chiefly for pleasure.** Their biggest use is that they carry **goods** (سامان) **from country to country.** If ships did not exist, the British Government would be quite unable to feed the people in the British Isles. Aeroplans are **much too expensive** (مہنگا) and there are not enough of **them to feed even a small** country like England. Trains **cannot cross seas,** and even if they could, the amount of goods they can carry cannot be compared with (مقابلہ کرنا) the amount that ships can. In fact, ships can carry more goods than any other means of transport (ذرائع نقل وحمل) and do so more cheaply; but on the other hand, they are slower than trains or aeroplanes.

This slowness (سست روی) means that travellers who want to get in a hurry (جلدی میں ہونا) and who have not got too much luggage (سامان) somewhere now usually prefer (ترجیح دینا) to fly rather than go by ships. But even for passengers (مسافر), ships have the advantage of **being cheaper than trains or aeroplanes** and also much more comfortable (آرام دہ). Ships have played a very important part in history by making it possible to discover more and more distant parts of our world.

Columbus used ships to discover America about 450 years ago. And even now, ships are used for exploring the Antarctic (قطبین). It would in fact not be too much to say that ships have for thousands of years played one of the most important parts in shaping society. (From Hill's book on Precis writing).

Questions :

1. *What is the most important use of ships ?*

جہاز ایک جگہ سے دوسری جگہ تک ہمارا سامان لاتے ہیں۔ ان پر برطانیہ کی تجارت کا دارومدار ہے۔

2. *Why cannot aeroplanes be used to carry all the goods from abroad that England needs ?*

ہوائی جہاز سامان لانے، لے جانے کا مہنگا ذریعہ ہیں۔ مزید وہ بحری جہاز کی نسبت کم سامان اٹھا سکتے ہیں۔

3. *How have ships played an important part in history ?*

جہازوں نے پرانے زمانے میں کئی نئے علاقوں کو دریافت کیا۔ کولمبس نے جہازرانی کے ذریعے امریکہ دریافت کیا تھا۔

4. *Write a note on the advantages of ships ?*
5. *Suggest a suitable title for it and make a Precis.*
6. *Explain the meaning of the following : -*

(i) Expensive, (ii) Advantage, (iii) Restful (iv) Explore.

14

Some people seem to think that sports and games are unimportant things (غیر اہم اشیاء) that people do, at times when they are not working; instead of going to the cinema, listening to the radio or sleeping. But in actual fact, sports and games can be of great value especially (خاص طور پر) to people **who work with their brains most of the day,** and should not be treated only as amusement (تفریح).

Sports and games make our **bodies strong, prevent us (محفوظ کرنے) from getting** too fat and keep us healthy.

But these are not their only uses. They give **us valuable practice in making** eyes, **brain and muscles (عضلات) work together.** In tennis, our eyes see the ball coming, judge its speed and direction (سمت) and pass this information to brain. The brain then has to decide what to do and send its orders to the muscles of the arms, legs and so on; All this must happen with very great speed and only those who have had a lot of practice at tennis can carry out this complicated chain of events (پیچیدہ واقعات کی کڑیاں) successfully. For those who work with their brains most of the day, the practice of such skills (مشقیں) is especially useful.

Sports and games are also very useful for character training. In their lessons at school, boys and girls may learn about such virtues (خوبیاں) as unselfishness (بے لوث خدمت), courage (جرات), discipline (نظم وضبط) and love of one's country, but what is learned in books cannot have the same deep effect (گہرا اثر) on a child's character a what is learnt by experience (تجربہ) . The ordinary day school cannot give much practical training (عملی تربیت) in living, because most of the pupil's time is spent in classes studying lessons. So it is what the pupils do in their spare time (فارغ وقت) that really prepare them to take their place in society (معاشرہ) as citizens when they grow up. If each of them learns to work for his team, and not for himself on the football field, he will later find it natural (فطری) to work for good of his country instead of only for his own benefits. **(From Hill's book on Precis- writing)**

Questions

1. *What different activities are mentioned in the first paragraph ?*

۱۔ پہلے پیراگراف میں مندرجہ ذیل سرگرمیوں کا ذکر ہے۔ ۱۔ سینما جانا ۲۔ ریڈیو سننا ۳۔ سونا

2. *To whom are sports and games of especial use ?*

۲۔ جو لوگ دماغی کام کرتے ہیں، کھیلیں ان کے لئے بہت مفید ہیں۔

3. *What does a player learn in the playground ?*

۳۔ کھیلیں ہمارے اندر اخلاقی خوبیاں پیدا کرتی ہیں۔ مثلاً ہمیں صبر، ایثار اور خدمت کا درس دیتی ہیں۔

4. *Write a short paragraph on the advantages of games and sports.*
5. *Suggest a suitable title for it and make a Precis of the given above.*

15

Education is not an end (منزل) **but a means (ذریعہ) to an end.** In other words, we do not educate children only for the purpose of educating them. Our purpose **is to fit them for life.** As soon as we realize (محسوس کریں) this fact, we will understand that it is very important to choose a system of education which will really prepare children for life. It is not enough just to choose the first system of education one finds, or to continue with one's old system of education without examining it to see whether it is in fact suitable, (مناسب) or not. In many modem countries, it has for some time been fashionable (ہردلعزیز) to think that by free education for all whether rich or poor, clever or stupid, **one can solve all the problems of society** (معاشرے کے مسائل) and build a perfect nation. But we can already see that free **education for all is not enough** (ناکافی، نقصان دہ). We find in such countries a far large number of people with university degrees than there are jobs for them to fill. Because of their degrees, **they refuse (انکار کرنا) to do what they think low work** (معمولی کام) and in fact work with the **hands is thought to be dirty and shameful** (شرمناک) **in such** countries. But we have only to think a moment to understand that the work of a completely uneducated farmer is far more important than that of a professor; we can live without education but we die if we have no food. If no one cleans our streets and takes the rubbish (کوڑا کرکٹ) away from our houses, we should get terrible diseases in our towns. In countries where there are no servants because every one is ashamed to do such work, the professors have to waste much of their time doing house hold work. In fact, when we say that all of us must be educated to fit for life; it means that we must be educated in such a way that firstly each of us **can do whatever job is so fitted to his brain,and ability** (قابلیت) and secondly that all jobs are necessary to society and that it is very sad to be ashamed of one's work or to scorn else. Only such a type of education can be called valuable to society.

(Form Hill's Book)

Questions : —

1. *What is the definition of education given by the writer in the first paragraph ?*
2. *What is the fashionable view about free education for all ?*
3. *Write a note on the harms of free education ?*
4. *What type of education is valuable to society ?*
5. *Suggest a title for the passage and make a Precis of it.*
6. *Explain the meaning* of the following : -*

(i) End, (ii) Stupid, (iii) Rubbish, (iv) Ability

اہم اشارے:

۱۔ تعلیم منزل نہیں ہے لیکن منزل تک پہنچنے کا ذریعہ ہے۔
۲۔ صرف ایسی تعلیم ٹھیک ہوتی ہے جو بچوں کو زندگی کے لئے تیار کرے۔ تعلیم کو با مقصد ہونا چاہیئے۔
۳۔ مفت تعلیم دنیا میں ہر دلعزیز ہو رہی ہے لیکن مفت تعلیم نقصان دہ ہے۔
۴۔ مفت تعلیم بے روزگاری پیدا کرتی ہے۔ تعلیم یافتہ لوگ ڈگریاں لئے پھرتے ہیں لیکن انہیں نوکری نہیں ملتی۔
۵۔ تعلیم یافتہ لوگ چھوٹا موٹا کام کرنے سے گریز کرتے ہیں۔
۶۔ تعلیم ایسی ہونی چاہیئے کہ ہم اپنی قابلیت کے مطابق کام کر سکیں اور ہمیں کسی کام کو کرنے سے نفرت کرنی چاہیئے۔

16

Ought (چاہیئے) women to have the same rights as men? A hundred years ago, the answer in every country in the world has been " NO ". If you had asked why not ; you would have been told scornfully (نفرت کے ساتھ) and pitingly (ہمدردی کے ساتھ) that women are weaker and less clever than men and had worse character. Even now in the 20th century, there are many countries where women are still treated **almost like servants** or even slaves.

It is certainly (یقینی طور پر) true that the average woman (اوسط درجے کی عورت) "has weaker muscles (عضلات) than the average man. Thousands of years ago, when men lived in caves and hunted (شکار کرتے تھے) animals for food, **strength was the most important thing;** but now in the 20th century **brains are more important.** Strength of body is still needed for a few kinds of work, and they are not well paid. It shows that 20th century does not think that muscles (عضلات) are of very great importance.

What about women's brains? Of course, in countries where girls are not given so good an education as boys, they know less.

But in countries where there is the same education or both, it has been clearly shown that there is no difference **at all between the brain of average woman and that of an average man.** There have been 'judges in Turkey, women ambassadors (سفیر) in America. Women ministers in the British Government and women university professors in many countries. And among the greatest and strongest rulers of England were Queen Elizabeth and Queen Victoria.

But women can do one thing that men cannot; **they can produce children.** Because they and not men do this, they **usually love their children more and are better able to** look after them since **they are more patient** (صبر والی) **and have understanding with** small children. For this reason (اس وجہ سے) many women are happier if they can stay at home and look after their houses and family than if they go and do the same work as men do. It is their own choice, not the result of being less clever than man. **(From Hill's Book)**

Questions :

1. *Do you think that women enjoyed any right in the past ?*

۱۔ ماضی میں عورتوں کے ساتھ اچھا سلوک نہیں کیا جاتا تھا۔ ان کی نوکروں سے بدتر سمجھا جاتا تھا۔

2. *Why was strength of body important thousands of years ago ?*

۲۔ ماضی میں جسمانی کام کی اہمیت تھی۔ زندگی کے تمام اہم معاملات جسمانی طاقت سے کنٹرول کیے جاتے تھے۔ اس لئے ذہنی کام کو پسند نہیں کیا جاتا تھا۔

3. *Do you think that women have the same mental ability as men?*

۳۔ عورتیں مردوں کی طرح قابل ہوتی ہیں وہ مردوں کی طرح ہر قسم کا کام کرتی ہیں؟

4. *Write a short note on the status of women in Pakistan ?*
5. *Suggest a title for it and make a Precis.*
6. *Explain the meaning of the following : -*
   (i) *Ought,* (ii) *Worse,* (iii) *Look after.*
7. *Do you think that women are still maltreated ?*

17

During the past hundred years, the railway, the motorcar, the gramophone, the radio, the cinema and now television, have produced very great changes in the amusements (تفریح) with which people filled their free time. A hundred years ago, people were in the habit of making their own amusements. Both sexes (مرد اور عورتیں) read and wrote far more than their descendants (اولاد) **do now, very long books,** in several parts, were the fashion, and many people especially ladies kept diaries in which they wrote long descriptions of their ' doings and feelings (احساسات). Ladies did a lot of **needle work** (کڑھائی، سلائی کا کام)**, or went for long walks and gentlemen went on riding or shooting** (شکار کیلئے جانا).

When a group of people were gathered together, **they talked, played cards** or other **games, read aloud to each other,** or **went out riding,** shooting or walking together. Most people could sing a little, or play some musical instruments (موسیقی کے آلات) reasonably well, so at a party, the guests amused each other; above all conversation was an art amusing conversation could keep happy for hours.

Now a day, **we are amused by professionals.** Why listen to your friend's singing when you can hear the great singers of the world on the gramophone, or the radio ? Why read even a detective story if you 'can see it at the cinema? And why play football with players who are very good, when you can go, by train or car, or if you have a television set, just sit comfortably at home and watch the game without the trouble of going outside.

The art of conversation (گفتگو) and the habit of reading and writing are dying. People are becoming more and more lookers and listeners, and less doers and talkers. This can only harm the individual

Questions :--

1. *Describe how modern instruments have changed our amusements ?*

ا۔ ٹیلی ویژن اور ریڈیو نے ہماری تفریح کو بدل کر رکھ دیا ہے اب ہم گانے کہانیاں، ڈرامے اور میچ ٹی وی پر دیکھ کر لطف اندوز ہوتے ہیں۔

2. *Describe a few activities that women of the past took part ?*

۲۔ ماضی کی عورتیں ڈائریاں لکھتی تھیں اور کڑھائی، سلائی کا کام کرتی تھیں۔

3. • *How did men amuse themselves in the past ?*

۳۔ ماضی میں لوگ سیر کیلئے جاتے، تاش کھیلتے تھے، گھوڑسواری کیلئے باہر جاتے اور گانے سنتے تھے؟

4. *Write a note on the amusements of young boys and girls in Pakistan.*
5. *Suggest a title for it and make a Precis.*

18

A man living absolutely (مکمل طور پر) alone (تنہا) in a desert (صحرا) or a forest is- free from the other people but he is not absolutely free. His freedom is limited (محدود) in several ways. **Firstly by the things around** him such as wild animals or cliffs (چٹان) to climb. Secondly by **his own needs.** He must have sleep, water, food and shelter (پناہ گاہ) from extreme heat or cold. Lastly, **by his own nature as a man,** disease may attack him, and death will certainly (یقینی طور پر) come to him sooner or later.

When men lived together, on the other hand, protection **against wild animals** is easier and they can work together **to get food and build shelters,** but each man has to give up (ترک کرنا) some of his freedom, so that he can live happily with the others.

When men become organized (منظم ہونا) into very large groups, and civilization (تہذیب) develops, it is possible **to get freedom from hunger, thirst, cold, heat and many diseases,** so that each person can live a happier life than he could if he were to live alone, but such a society cannot work successfully unless the freedom of each human being is to some extent limited (محدود) so that he is kept from hurting others. The advantages of such an agreement are great, one man can become a doctor knowing that others will grow food, make clothes and build a house for him in return for the work he does to keep them healthy.

Questions :

1. *Why a man living alone in a desert or forest is not absolutely free ?*
2. *How civilization helps a man ?*
3. *What are the advantages of living together ?*
4. *Write a note on the mental and political freedom of man.*
5. *Suggest a suitable title for it and make a Precis.*
6. *Explain the meaning of the following : -*

(i) Several ways (ii) Shelter (iii) Agreement.

19

I am opposed (دشمن، مخالف) to Nationalism (قومیت), as it is understood in Europe not because if it is allowed to develop in India, it is likely **to bring less material gain** (کم مادی فائدہ) to Muslims. I am opposed to it because I **see in it the germs of atheistic** materialism (کافرانہ مادیت کے جراثیم) which I look upon as the greatest danger to modern humanity. Patriotism is (حب الوطنی) perfectly natural virtue and has a place in the moral life of man. Yet, that which really matters (جو چیز زیادہ اہم ہے) is **man's faith** (ایمان), his **culture, his historical traditions** (تاریخی روایات). These are the things which, in my opinion, are worth living for and dying for (مرنے کے لئے), and not the piece of earth; with which the spirit of man happens to be temporarily associated (عارضی طور پر وابستہ). I have been repudiating (تردید کرنا) the concept of " Nationalism " since the time when it was not well known in India, and the Muslim world. At the very start, it has become clear to me from the writing of European authors, that **the imperialistic** designs of Europe (یورپ کے سامراجی عزائم) were in great need of this effective weapon, the propagation of the European conception of Nationalism in the Muslim countries is going to shatter the religious unity of Islam to pieces (مسلمانوں کے اتحاد کو پارہ پارہ کر دے گا).

Dr. Muhammad Iqbal

Questions

1. *Why is Allama Iqbal opposed to European nationalism ?*

۱۔ علامہ اقبال یورپین قومیت کے اس لئے خلاف ہیں کیونکہ یہ مادیت پر مبنی ہے۔ (based on nationalism) یہ غیر مذہبی
(Irreligious) ہے۔ یہ مسلمانوں کے اتحاد کے خلاف ہے۔

2. *How does Allama Iqbal compare patriotism with virtues like man's faith, his culture, his historical traditions ?*

۲۔ حب الوطنی ایک اچھا جذبہ ہے لیکن سب سے اہم بات یہ ہے کہ انسان اپنے مذہب، ثقافت اور تاریخی روایات سے محبت کرے۔

3. *How does Allama Iqbal repudiate the concept of Nationalism ?*

۳۔ اقبال کا خیال ہے کہ قومیت کا جذبہ مذہب کے خلاف ہے۔ یہ یورپ کے سامراجی عزائم کی عکاسی کرتا ہے اور یہ مسلمانوں کے اتحاد کو پارہ پارہ کر دے گا۔

4. *Suggest a suitable title for it and make a Precis of the passage given above.*
5. *Explain the meaning of the following words : -*

(i) Atheistic Nationalism, (ii) Imperialistic designs (iii) Nationalism

20

Work, therefore, is 'desirable (پسندیدہ ہے) first and foremost, as a preventive of **boredom** (تھکاوٹ کی روک تھام کیلئے) for the boredom that a man feels when he is doing necessary though **uninteresting work is nothing in comparison** (مقابلتاً) with the boredom that he feels when hẹ **has nothing to do with his days.** With this advantage of work another is associated (وابستہ) namely that it **makes holidays much more delicious** (مزیدار) provided a man does not have to work so hard as to impair his vigour (طاقت ختم کرنا). He is likely to **find far more zest** (جوش و خروش) in his free time than an idle man could possibly find.

Questions:

1. *Why is work desirable?*

ج۔ کام تھکاوٹ کو دور کرتا ہے۔ اس لئے پسندیدہ سمجھا جاتا ہے۔

2. *How an uninteresting work is not more tiring than idleness?*

ج۔ کاہلی بدترین شے ہے اس میں کرنے کیلئے کوئی کام نہیں ہوتا۔ فارغ بیٹھنا تکلیف دہ کام ہے۔ یہ ایک غیر دلچسپ کام سے بھی بدتر ہے۔

3. *Write a brief note on the advantages of work?*

ج۔ کام انسانی تھکاوٹ کو دور کرتا ہے۔ یہ چھٹیوں کو مزیدار بنا دیتا ہے۔ کام کرنے والا انسان فارغ وقت سے مکمل طور پر لطف اندوز ہوتا ہے۔

4. *How can work be made useful?*
5. *Suggest a suitable title for it an make a precis of the passage given above.*

PART-IV

DIFFICULT PASSAGES

21

Marriage is **a vital part** (لازمی حصہ) **of life** and like any other partnership of business (کاروبار میں شراکت), **it has its periods of depression** (مایوسی کے دور) and **periods of elation** (خوشی کے دور). The same principles used in business can profitably (فائدے سے) be employed (استعمال) in marriage; **patience** (صبر), **willingness** (آمادگی) **to sacrifice** (قربانی) **and tolerance** (قوت برداشت) help to avoid (بچنا) friction (لڑائی، جھگڑا) Why the monotony (بوجھ، بیزاری) of household duties, weighs us, when we never get to remember as in other aggravations. **"This too** shall be away ". The household disorder (بدانتظامی) caused by children is only **for a short** period in life. All too quickly it ceases. The aggravations (پریشانیاں) and inconveniences (تکالیف) of constant illness (مستقل بیماری) also pass away and are a part of life and not of marriage. The sleepless nights pass, and all too soon, we have more time than we desire for sleep. The poor men and women have no monopoly (اجارہ داری) on the cares and worries (پریشانیاں) in life. Rich and poor share (حصہ دار ہوتا) alike (یکساں طور پر) in all experiences. **Separately, man and woman cannot find happiness.** Together they can give it to the future generations (مستقبل کی نسلیں)

Questions :

1. *How is married life a sort of business ?*
2. *How can we overcome the hardships of married life ?*
3. *Can man or woman separately give happiness to the future generation ?*
4. *What part do the moral qualities play in making a marriage successful ?*
5. *How can a newly married couple make his life happy and comfortable ?*
6. *Explain the meaning of the following words :-*

(i) *Depression,* (ii) *Profitably,* (iii) *Aggravations.*

اہم اشارے:

۱۔ شادی، کاروبار میں شراکت کی سی مانند ہے۔
۲۔ جس طرح کاروبار میں نشیب و فراز آتے ہیں، اسی طرح شادی میں بھی نشیب و فراز آتے ہیں۔
۳۔ شادی شدہ زندگی کی پریشانیاں عارضی ہوتی ہیں۔ بیماری اور بچوں کی پیدا کردہ بدانتظامی جلدی ختم ہو جاتی ہے۔
۴۔ مرد اور عورت مل کر مستقبل کی نسلوں کیلئے خوشی پیدا کر سکتے ہیں۔

22

Honesty is the surest way to success. The day at last comes when the dishonest man repents (پچھتاتا ہے) in sorrows and sufferings (پریشانیاں); but no man ever needs to repent of having been honest. Even when the honest man fails as he does sometime, through lacking (کمی) other qualities such as energy, economy (بچت) or system, his failure is not the grievous thing (افسوسناک شے) it is to the dishonest man; for he can always rejoice (خوشی محسوس کرنا) in the fact that he has never defrauded (دھوکہ دینا) a fellow being. Even. in his darkest hour, he finds repose (آرام محسوس کرنا) in a clear cut conscience (صاف ضمیر). Ignorant men imagine that dishonesty is a short cut to prosperity (خوشحالی). This is why, they practise it. The dishonest man is morally short sighted. He is like the drunkard who sees the immediate pleasure of his habit, but not the ultimate degradation (انتہائی ذلت). He sees the immediate effect (فوری اثر) of a dishonest act, a larger profit but not its ultimate outcome. He does not see that an accumulated number (جمع شدہ) of such acts (بددیانتی کے کاموں کو جمع کیا جائے) must inevitably undermine (داغدار کرنا) his character and bring his business toppling about his ears in ruin (مکمل تباہی سے ہمکنار ہونا).

Questions :

1. *Why does an honest'man even fail sometime ?*
2. *How does failure affect an honest man ?*
3. *What is the difference between the failure of an honest and a dishonest man ?*
4. *Why do some people practise dishonesty in their dealings ?*
5. *What is the ultimate effect' of following a dishonest policy ?*
6. *Write a note on the qualities of an honest person.*
7. *Suggest a suitable title for it and prepare a precis of the passage quoted above.*

23

The object of life (زندگی کا مقصد) is the development (نشوونما) of men and women. It is, therefore, the duty of everyone to make of himself, and every parent to make his children, the best product possible (بہترین نمونے). The object of education (تعلیم کا مقصد) should not be to run all the pupils (شاگرد) into the same mould (سانچے). The school should not be a foundary (کارخانہ). The school should be a garden. Education should, therefore prepare for life which itself is the larger education. It should be adapted (کے مطابق ڈھالنا) to the present condition and the prospective needs of the pupil (مستقبل کے تقاضے). The growing recognition (تسلیم کرنا) of this truth has added industrial training to academic education, to enjoy an opportunity (موقع) for education is the right of every individual (فرد) to make that opportunity (موقع) so varied (متنوع) as to meet the varied needs of the members is the duty of society, to avail himself of the opportunity (موقع), to make all of himself that he can make, is the duty of every individual (فرد).

Questions :

1. *What is the duty of man in life ?*
2. *Why should a school be a garden and not a foundary ?*
3. *What is the duty of society in respect of education ?*

4. *What changes does the passage suggest in education ?*
5. *What is the right of an individual in respect of education ?*
6. *Explain the meanings of the following : -*
   (i) Foundary, (ii) Mould, (iii) Varied.
7. *Make a Precis of the passage given above and suggest a title for it.*

اہم اشارے:

۱۔ زندگی کا مقصد مرد اور عورتوں کی نشوونما ہے۔
۲۔ والدین کا فرض ہے کہ اپنے بچوں کو بہترین شہری بنائیں۔ اس کیلئے ضروری ہے کہ تعلیم با مقصد ہو۔
۳۔ تعلیم کو طالب علم کی موجودہ اور مستقبل کی ضرورتوں کو ضرور پورا کرنا چاہیئے۔
۴۔ یہی وجہ ہے کہ عورتیں عام تعلیم کے ساتھ ساتھ صنعتی تعلیم کی طرف بھی راغب ہو رہی ہیں۔
۵۔ ہر فرد کا فرض ہے کہ وہ تعلیم حاصل کرے اور معاشرے کا فرض ہے کہ وہ ہر فرد کو تعلیم دے۔

24

The first thing necessary to the pleasure of reading is that when people are young, they **should acquire (حاصل کرنا), the habit of reading.** This is, becoming more and more difficult. .Railways have altered (بدل دیا ہے) people's habit by making them move about much more, although they take people away from home; a long journey affords a first rate opportunity (موقع) for reading. They were, therefore, not an unmixed advantage(خالص) فائدہ). But now things about them are changing. **The motor car is altogether unfavourable (ناموافق)** to reading. People consume (خرچ کرنا) more time in moving than they did in the past and they consume it under conditions (شرائط) which, even for people with good eyes, must make reading difficult, if not possible. **The radio, with all its delights (خوشیوں کے باوجود)** is not being added as a distraction (تفریح) to divert people (لوگوں کی توجہ ہٹانا) from time to time that might be given to the pleasure of reading. The cinematograph is another change in the same direction and flying is becoming more and more common. A further disadvantage (مزید نقصان) to reading is the great **disadvantage of picture papers (تصویروں والے رسالے)**which are **tending to divert (پھیرنا) people not only from reading** but also from thought (سوچ بچار). All these things must make it more difficult fot successive generation to acquire (حاصل کرنا) the habit of reading and, if that habit be acquired to; we should try to maintain it.

(Pleasure of reading - by Viscount)

Questions :

1. *When should people acquire the habit of reading ?*
2. *How are it difficult to acquire the habit of reading in the presence of modern inventions ?*
3. *What is the disadvantages of picture papers ?*

4. *Write a note on the pleasure of reading.*
5. *Suggest a suitable title for the passage and make a Precis of it.*
6. *Explaing the meaning of the following :*

   (i) Unmixed advantage, (ii) Distraction, (iii) successive, (iv) Generation.

25

Practically all the progress that man has made is due to the fact that he is mortal (فانی). He has recognized (تسلیم کیا ہے) that as he is in this world only for a little while, and this knowledge has been a goad (محرک) to stimulate him (اکسانا) to make a diligent use of whatever talents (قابلیت) he is endowed with. The secrets (عطا کرنا) of Nature have been wrested (چھین لیے) from her grudging fingers (انگلیاں) by men who, knowing they were mortal, have sought to comprehend the mysteries (راز) of the world around them in the hope that knowledge might enable them if not to circumvent death (شکست دینا) at least to ameliorate (بہتر بنانا) the asperities of life (کھردراپن) for themselves and for others.

All the instincts (جبلت، فطری خواہشات) and emotions (جذبات) are reinforced (عطا کرنا) by death. If we were not mortal (فانی), the paternal and maternal instincts (باپ اور ماں کی محبت کا جذبہ) would not dominate (چھا جانا) our lives so strongly as they do if we know that we would never die; we should **hate no desire for children to perpetuate** (جاری رکھنا) **our names and carry on the succession of the race** (نسل چلانا). Thus, ultimately (آخر کار) we should arrive at a world without a child; and a world without a child would be a place in which there was not call for some **of the most beautiful emotions to which the human soul gives expressions** (اظہار). And death lends a peculiar sanctity (خصوصی تقدس) to human love. A man may love his books, but the love he bears his wife, his children or his friends, is something deeper and more sublime; it is love intensified (شدید) and purified (پاک صاف) by the thought; that human life is a finite thing (محدود چیز) which may at any moment be touched by the finger of death (موت کی انگلی).

(Russell)

Questions :

1. *How man has made progress in the world ?*
2. *What are the advantages of being mortal ?*
3. *How will a world without child look ?*
4. *How does death make us explore the mysteries of life ?*
5. *Suggest a suitable title for it and make a precis.*
6. *Explain the meaning of the following words : -*

   (i) Instincts, (ii) Perpetuate, (Hi) Sanctity

26

The question why we marry is interesting and needs to be examined briefly. Marriage has **social sanctity (سماجی تقدس). It makes you respectable in the eyes of others.** It is traditional (روایتی طور پر) to get married. Also, desire to perpetuate (جاری رکھنا) name on earth through our off springs (بچوں کے ذریعے) exists in all of us. Again, the interest to possess (قبضہ یا ملکیت لینے کا فطری جذبہ) is strong in human beings. One also marries because an average celebate life (کنواری زندگی) is **devoid of (کمی) comfort and women.** Again most of us cannot indulge (مداخلت کرنا) in **sex outside marriage without 'feeling guilty (مجرم بے ضمیر). Then there are romantic illusions (پرکشش فریب). which surround marriage.** One likes to imagine a beautiful obedient, loving wife untying one's shoelaces in the evening and saying sweet things under her breath. Of course, **in actual life, it is nothing** of that sort or, at least, not most of the time. As a married man, you find that **you have financial** worries. You are supposed to spend money on things you never knew even existed or were used by human beings. You realise that your wife is **jealous (حاسد) and such realizations spring upon you** with an absolutely clean conscience (ضمیر). Alas ! One learns the truth but too late. **(Huxley)**

Questions :

1. *Suggest a suitable title for the paragraph.*
2. *What are the reasons for getting married ?*
3. *Write a note on some of the romantic illusions which surround marriage?*
4. *What are the disadvantages of getting married ?*
5. *Explain the meaning of the following words :-*

(i) Offspring, (ii) Illusions, (iii) Independence, (iv) Jealous.

27

Teaching more even than most other professions, **has been transformed** (تبدیل ہونا) during the last hundred years from a small, **highly skilled profession** concerned with a **minority (اقلیت) of the population, to a large and important branch of the public service. The profession has a great and honourable (باعزت) tradition extending** from the dawn of history (تاریخ کی ابتدا) until recent times, but any teacher in the modern world who allows himself to be inspired by (تحریک حاصل کرنا) the ideals of his predecessors (پیش رو) is likely to be made sharply aware that it is not his function to teach what he thinks, but to instil (داخل کرنے) such beliefs and prejudices as are thought useful by his employers. In former days a teacher was expected **to be a man of exceptional knowledge** or wisdom(عقل، علم) to whose words men would do well to attend. **In antiquity**(پرانے زمانے میں) **teachers were not an organized profession**(منظم پیشہ), and no control was exercised **over what they taught.** It is true they were often punished afterwards for their subversive doctrines (گمراہ کن عقائد). Socrates (حکیم سقراط) was put to death and Plato (افلاطون) is said to have been thrown into prison, but such incidents did not interfere with the spread of their doctrines. (عقائد) **(Russell).**

Questions :

1. *What changes have occurred in the profession of teaching during the last hundred years ?* "
2. *What were the teachers supposed to be in golden days ?*
3. *What is the function of a teacher now-a-days ?*
4. *Write a note on the rewards that a teacher get now-a-days.*
5. *Suggest a suitable title for the passage and make a Precis.*

28

This brings me along to democracy, even love the beloved Republic which feed upon freedom. Democracy (جمہوریت) is not a Beloved Republic really and never will be. But it is less hateful (نفرت انگیز) than other contemporary forms of Government and to that extent (اس حد تک)" it deserves our support. It does start from the assumption (نظریہ) that the individual **is important and that all types are needed to make a civilization** (تہذیب کو جنم دیتے ہیں) it does not **divide its citizens into bossers** (حاکم) **and the bossed** (محکوم) as an efficiency regime (آمرانہ حکومت) tends to do (کرتی ہے). The people I admire most are those **who are sensitive(حساس)and want to create something(تخلیق کرنا چاہتے ہیں)** or discover **something and do not see life in terms of power** and such people get more of a chance under a democracy than elsewhere. They find religions great or small or they , produce literature and art or they do disinterested (عدم دلچسپی) scientific research or they may be what is called ordinary people who are creative (تخلیقی) in their private lives, bring up their children decently (اعلیٰ طریقے سے) for instance or help their neighbours. All those people need to express themselves; they cannot do so unless society allows them liberty to do so and the society which allows them most liberty is democracy. **(E.M.Foster)**

Questions : -

1. *What other advantage of democracy can you think of in addition to the fact that it allows most liberty ?*
2. *Summarize the writer's definition of creative persons.*
3. *Suggest a suitable title and make a precis.*
4. *Why does the writer call democracy a less hateful form of Government ?*
5. *What type of people does the writer like ?*
6. *Explain the meaning of the following :*

(i) Sensitive, *(ii) Disinterested,* *(iii) Liberty.*

PART-V

Passages selected from Punjab, Sargodha, Gujrat, GC Faisalabad University B.A Examination Papers

29

The use of atomic energy has promised vast possibilities for mankind. In the beginning of this century, Einstein advanced (وسیع امکانات) the theory (نظریہ پیش کیا) that **matter is energy and energy is matter (مادہ) and each may** be converted (تبدیل ہونا) into the other. He said that the atom contained vast stores of energy that might be used in thousand ways.

The problem was how to tame (قابو کرنا) the atom and obtain and use its energy. In 1938, Hahn and Stressman succeeded in splitting the nucleus of an atom of Uranium. Later, it was found that the process of splitting the atom released (جاری کیا) enormous amount of energy. Then on 2nd December, 1942, scientists succeeded in obtaining the first self-sustaining (اپنے آپ کو برقرار رکھنے والا) nuclear chain reaction.

Today's reactors which obtain energy from the **atom are not very efficient machines (مضبوط مشین).** They harness (پیدا کرنا) only one percent of the total energy available (دستیاب). It is estimated that energy in **one pound of Uranium is equivalent to that of three million pounds of coal.** in the atom. Even this energy which is actually obtained from atom is enormous (کافی)

The research in the mysteries of the atom (ایٹم کے راز) is going on in many countries of the world. It is hoped that before long better and more efficient reactors (بہتر ری ایکٹر) will be built. These will be able to obtain atomic energy at an economical cost (کم خرچ). Atoms produce compact form of fuel (مربوط ایندھن) which provides a vast amount of energy (توانائی کی کافی مقدار) and it also lasts longer.

Atomic energy can be used in many ways and for many purposes. It can be used to **bring peace and prosperity (خوشحالی) to the whole of this earth. It can also be used to destroy this world and its inhabitants (باشندے). It can do anything.** It can perform miracles (معجزے), if we have the power of wisdom to use it only for peaceful purposes. If we do not possess that much wisdom, man has not many years to live on this earth.

Questions :-

1. *Give a suitable title for the passage.*
2. *What theory did Einstein present ?*
3. *What are the uses of atomic energy ?*
4. *What is meant by the last sentence ?*
5. *What is the function of atomic reactor ?*
6. *Give other words for :*
   Enormous, Equivalent, Economical, Prosperity.
7. *Make a Precis of the passage in 100 words.*

30

Humans may not need meat but they definitely like it. Most people when given the chance will choose meat rather than just vegetable alone. With increasing affluence (بڑھتی ہوئی خوشحالی), the nations of **the world are consuming** (استعمال کرنا) **increasing amounts of animal products.** But this does not always mean that there is 'more usable protein in the diet. More often **animal protein merely** (صرف، محض) **replace vegetable and cereal protein**(اناج میں موجود پروٹین) and dramatically increase the fat consumption (استعمال) of the diet. All **animal products are rich in fat.** Not just the visible fat that you see in the fat around a piece of steak or bacon (سؤر کا گوشت); even a piece of lean beef has a fat content of 10%, but did you ever see a fat vegetarian? Meat, poultry and fish were not originally part of man's diet. Our teeth evolved to deal with vegetables and seed, not flesh. Our **digestive systems** (نظامِ ہضم) **are those of foragers** (چارے پر پلنے والے), **not hunters.** We cannot forage (چارہ تلاش کرنا) ourselves on meat and then go without eating for many days as other carnivores (گوشت خور جانور) do. But meat is highly concentrated form of nutriment (مقوی غذا) and is also among the most appetising of foods in the average diet. The flavour and smell of **meat have encouraged many ways of eating.**

Questions :

1. *Suggest a suitable title for the passage and make a precis.*
2. *What is meant by " increasing affluence " and " vegetarian " ?*
3. *What is the main reason for eating meat ?*
4. *What was man's original diet ?*
5. *What type of diet is suitable to man ?*

31

When a dear one dies, the house which **was a haven of hope and happiness** becomes a hell. You experience strange disappointment and depression. The very room in which you have lived for more than forty years and spent very happy days, seems like a grave. The house, too, if no one is around, **looks like grave. Silence and stillness weigh heavily,** on your mind and heart and life seems to be dull and inspid. Sorrows and sufferings take away vigour from life and you do not feel like working. You lose interest in every thing and the things which used to give joy and happiness to you become dull and unattractive.

Life seems to lose its lustre. But in this hour of trial there is some thing which can save you from despondency and despair. It is prayer. **If you pray to God and ask for His blessings,** your sufferings and sorrows will disappear. **P.U. 1993 Group-II**

Questions :

1. *What do sorrows and sufferings take away from life ?*
2. *What can save you from despondency and despair ?*
3. *What does life seem to be when silence and stillness weigh heavily on you mind and heart ?*
4. *Make a Precis of the above passage and suggest a title for it.*

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1. *Suggest a suitable title for the passage and make a precis.*
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Questions :

1. *What do sorrows and sufferings take away from life ?*
2. *What can save you from despondency and despair ?*
3. *What does life seem to be when silence and stillness weigh heavily on you mind and heart ?*
4. *Make a Precis of the above passage and suggest a title for it.*

32

Islam and Hinduism are not religions in the strict sense of the word,. but are in fact, **different and distinct social orders**, and it is dream that the Hindus and the Muslims can ever **evolve a common nationality** and this misconception of one Indian nation has gone far beyond the limits and is the cause of most of our troubles and will lead India to destruction, if we fail to revise our nation in time. The Hindus and the Muslims belong to **two different religious philosophies, social customs and literatures**, They neither **inter marry nor interdine**, and indeed, they belong to two **different nations**. It is quite clear that Hindus and Musalmans derive their inspiration from different sources of history. They have different epics, different heroes and different episodes. Very often the hero of one is **the foe of** the other and, likewise, their victories and **defeats overlap.** To yoke together into one nation **under a single state, one as a** numerical majority and' the other as a minority, must lead to **growing discontent** and cause **destruction of any fabric** that may be so built up for the governmei of such a state.

Questions :

1. *Enumerate the major difference between the Hindus and the Muslims.*
2. *What do Islam and Hinduism in fact represent ?*
3. *What misconception, according to the Quaid-i- Azam will possibly result in the destruction of India ?*
4. *Write a precis of the above passage and suggest a title for it.*

33

Mankind has undoubtedly progressed since medieval times. The earliest men lived like brutes, **destroyed the weak, for that is the law of jungle** - the law of irrational life. But man was not an animal. He possessed rational faculties. These faculties gradually developed and appeared in his actions, and man gave up the law of the jungle and evolved his own rational laws. Men saw that the law of physical strength was not applicable to their lives. They realized **that they had souls and the strength of a being with a soul** can consist in a variety of capabilities other than the power to hack and hew and tear and bite. For instance, **a man can be strong** in reasoning tools, or in controlling the actions of other rational beings by the power of songs and speech. Thus men realized that they should not be fighting among themselves but should be working together and giving one another opportunities to develop their respective strength. **This was the first step in man's progress.** By this means men gained **such control over** the forces of **nature** and made each other so much wiser and more comfortable that they were convinced that they were the best creation of God.

Questions: -

1. **How did the earliest men live?**
2. **What is the law of the jungle?**
3. **What did men learn to do when his reason developed?**
4. **Write a precis of the passage given above.**

34

It is usual to speak of courage as of two kinds; physical courage and moral courage. The distinction is quite sound; for a man can have one without the other. By physical courage, we mean **the courage to face physical danger,** such as pain, wounds, death, etc. **by moral courage** we mean **courage to face ridicule, hatred and public** disapproval for the **sake of what we believe to be right.** A soldier who can face shells and guns, may be unable to face the mockery of his companions. He is physically brave, but a moral coward. On the other hand, there are men who cannot face bodily.They are morally brave, but physically coward. **Moral courage is test of character. Danger and physical risks test our nerves and strength only.** But it requires an exceptional man to overcome temptations to be dishonest when his children are starving at home, to ignore the whispers of the vile temper when the rewards he holds out to him are so irresistibly tempting. True manliness is of the mind, not of the body. The body suffers for a time and forgets all about it. But the torture and the pain of mind may continue for years. **The man who suffers patiently without complaining because he thinks he is in right, is truly brave.**

Questions: -

1. **Make a precis of the passage.**
2. **How are the two types of courage different?**
3. **What is meant by moral courage?**
4. **How is moral courage better than physical courage?**

35

Properly speaking, the cave men were the human beings who lived before the most important of the early inventions on **which a stable civilization can be based:** farming, or the regular cultivation of edible plant; the domestication of hoofed animals; pottery and perhaps with it the revolutionary technique of grinding, and boring stone tools so as to make them almost as efficient as the later tools of metal. The cave men did not farm, they were **hunters and fishermen,** and their women collected **wild fruit, vegetables and grain.** They lived lives rather like those of the American plains Indians before the introducton of the horse. They did not **domesticate animals** or at best only one animal, our oldest friend dog. They lived **largely on animals,** they thought about animals constantly, but they were hunters, so they treated even the horse as something to be stampeded over a cliff and then eaten. They knew something about clay and how it hardens in the fire, but so far we have found no real clay dishes or containers among their remains. We find it difficult to imagine life without the peaceful cprnfields, the quiet cattle, and the dishes from which we eat and drink, yet for most of man's existence on the earth, these things were unknown and undreamed of. Settled farming began some where about 7000 years oge, in the New Stone Age, that seems like a long time ago, but is only 200 generations from our own time.

Questions: -

1. **Make precis of the passage.**
2. **Who were the cave men.**
3. **What are the basic elements of a stable civilization?**
4. **What did the cavemen eat to live?**

36

Real beauty is as much an affair of the **inner as of the outer self.** The beauty of a porcelain jar is a matter of shape, of colour, of surface texture. The jar may be empty or tenanted by spiders, full of honey or stinking slime, it makes no difference to its beauty or ugliness. But a woman is live and her beauty is therefore not skin deep. The surface of the human vessel is affected by the **nature of its spiritual contents.** I have seen women who by the standards of a connoisseur of porcelain, were ravishingly lovely. Their shape, their colour, their surface texture were perfect. And yet they **were not beautiful.** For the lovely vase was either empty or filled with some corruption. **Spiritual emptiness or ugliness shows through.** And conversely, there is an interior light that can transfigure form that the pure asthetician would regard as imperfect or downright ugly. There are numerous forms of psychological ugliness. There is an ugliness of stupidity, for example, of unawareness (distressingly common among pretty women) An ugliness also of greed, of lasciviousness, of avarice. **All the deadly sins indeed have their own peculiar negation of beauty.** On the pretty faces of those especially who are trying to have a continuous good time, one sees very often a kind of bored sullenness that ruins all the charm.

Questions: -

1. **What does real beauty signify?**
2. **Where does the beauty of a porcelain jar lie?**
3. **Differentiate between inner beauty or outer beauty.**
4. **Point out some forms of psychological ugliness.**
5. **Suggest a suitable title for the passage.**
6. **Make a precis of the passage.**

37

Great progress has been made by America in the field of mechanization. It is spending lavishly on labour saving machines. Efficient organization of highly mechanized system has resulted in maximum productivity in America. With mass production, the amenities of life are available to almost every citizen. On the contrary Europe subordinates the use of machines to human happiness and welfare. It encourages man's reliance on his own faculties and realizes the dangers inherent in the American scheme. However great the advantages of mechanization, it crushes the creative faculty of man and makes a machine out of him. His individual liberty and personality suffer an irretrievable loss. In his moments of leisure, the worker finds it difficult to turn his hands to creative work because the machine made goods do not inspire him in the direction of refinement. These goods also lose their fascination because mass production has given a setback to the individuality of the articles produced. The Europeans, therefore, contend that it is better to sacrifice a few material comforts than crush the aesthetic and spiritual urge in the individual which large scale mechanization is doing in America.

Questions: -

1. **Suggest a suitable title for the passage.**
2. **What is the result of progress in the field of mechanization in America?**
3. **How has it affected the citizens?**
4. **What is the case in Europe?**
5. **Why do Europeans sacrifice a few material comforts?**
6. **Make a summary of the passage.**

38

Fortunately, however the growth of industrialism has conincided in the West with the growth of democracy. It is possible now if the population of the world does not increase too fast for one man's labor to produce much more than is needed to provide a bare subsistence for himself and his family. Given an intelligent democracy not misled by some dogmatic creed, this possibility will be used to raise the standard of life. It has been so used to a limited extent, in Britain and America and would have been so used more effectively but for war. Its use in raising the standard of life has depended mainly upon three things, democracy, trade unionism and birth control. All three, of course, have incurred hostility from the rich. If these three things can be extended, to the rest of the world as it becomes industrialized and if the danger of great wars can be eliminated poverty can be abolished throughout the whole world and excessive hours of labour will no longer be necessary any where. But without these three things industrialism will create a regime like that in which the pharaohs built the pyramids. In particular if world population continues to increase at the present rate, the abolition of poverty and excessive work will be totally impossible.

Questions: -

1. **What connection does the writer show between industrialism and democracy?**
2. **How can the standard of life be raised?**
3. **How can poverty be abolished?**
4. **What will be the impact of increase in population at the present rate?**
5. **Suggest a suitable title for the passage?**
6. **Make a precis of the passage?**

39

Moral self-control, and external prohibition of harmful acts, are not adequate methods of dealing with our anarchic instincts. The reason they are inadequate is that these instincts are capable of many disguises as the Devil in medieval legend, and some of these disguises deceive even the elect. The only adequate method is to discover what are the needs of our instinctive nature, and then to search for the least harmful way of satisfying them. Since spontaneity is what is most thwarted by machine, the only thing that can be provided is opportunity, the use made of opportunity must be left to the initiative of the individual. No doubt, considerable expense would be involved but it would not be comparable to the expense of war. Understanding of human nature must be the basis of any real improvement in human life. Science has done wonders in mastering the laws of the physical world, but our own nature is much less understood as yet, than the nature of stars and electrons. When science learns to understand human nature, it will be able to bring happiness into our lives which machines and the physical science have failed to create.

Questions: -

1. **Why are moral self control, and external probhibition inadequate to deal with our anarchic instincts?**
2. **What is the adequate method of anarchic instincts?**
3. **What should be the basis of any real improvement in human life?**
4. **How can science help humanity to achieve happiness?**
5. **Suggest a suitable title for the passage?**
6. **Make a precis of the passage?**

40

The grand strategy for his campaign against Muslim backwardness envisaged two main activities, namely, a weekly periodical to propagate progressive social and religious ideas among the intelligentsia and an institution of higher learning to impart modern education to the new generation. The two projects in his mind were closely interlinked; for without an enlightened public opinion adequate support for the educational institution could not be ensured and, obversely, without modern education, the new generation would never outgrow its elder's prejudices and misconceptions. Syed Ahmad addressed himself to the periodical first. He had tentatively proposed it in a letter, dated 22 April 1870, to Mehdi Ali as the organ of an association which he wanted organized before his returen to India for "the uplift and reform of the Muslim", but with which his connection was not to be divulged. He had a block prepared in England for the title page of the periodical, which was to be called the **Tahzib-ul-Akhlaq** in Urdu and the **Mohammedoan Social Reformer** in English.

Questions: -

1. **What was the strategy aginst Muslim backwardness?**
2. **Why were the two projects interlinked in his mind?**
3. **What was Syed Ahmed's proposal about the periodical?**
4. **When did he propose the establishment of the periodical?**
5. **Suggest a suitable title for the passage?**
6. **Make a precis of the above passage?**

41

Teaching more even than most other professions, has been transformed during the last hundred years from as small, highly skilled profession concerned with a minority of the population, to a large and important branch of the public service. The profession has a great and honourable tradition extending from the dawn of history until recent times, but any teacher in the modern world who allows himself to be inspired by the ideals of his predecessors is likely to be made sharply aware that it is not his function to teach what he thinks, but instil such beliefs and prejudices as are thought useful by his employers. In former days, a teacher was expected to be a man of exceptional knowledge or wisdom to whose words men would do well to attend. In antiquity, teachers were exercised over what they taught. It is true they were often punished afterwards for their subversive doctrines. Socrates was put to death and Plato is said to have been thrown into prison, but such incidents did not interfere with the spread of their doctrines.

Questions: -

1. **What changes have occurred in the profession of teaching during the last hundred years?**
2. **What were the teachers supposed to be in golden days?**
3. **What is the function of a teacher nowadays?**
4. **Write a note on the regards that a teacher get nowadays?**
5. **Suggest a suitable title for the passage.**

42

The chief causes of large scale violence are love of power, competition, hate and fear. Love of power will have no national outlet when all serious military force is effectively regulated by law, and mitigated by government controls. Fear- in the acute form in which we know it- will disappear when war is no longer to be expected. There remains hate and malevolence. This has a deep hold on human nature. The wide diffusion of malevolence is one of the most unfortunate things in human nature, and it must be lessened if a world Sate is to be stable. It can be lessened, and be very quickly. If peace becomes secure there will be a very rapid increase of material prosperity, and this tends more than anything else to provide a mood of kindly feeling. Consider the immense diminiution of cruelty in Britain increasing wealth in all classes. I think we may confidently expect a similar effect throughout the world owing to the increased wealth, that will result from the elimination of war. A great deal, also is to be hoped from a change in propaganda. Nationalist propaganda, in any violent form, will have to be illegal, and children in school will not be taught to hate and despise foreign nations.

Question:

i. **What are the chief causes of large violence in the world?**
ii. **How can hate be lessened?**
iii. **How can material prosperity be achieved?**
iv. **How can nationalist propaganda be controlled?**
v. **Suggest a suitable title for the passage?**
vi. **Make a precis of the above passage.**

43

To be a good teacher, you need some of the gifts of a good actor. You must be able to hold the attention of and interest of your audience; you must be a clear speaker with a good pleasing voice and you must be able to act when you are teaching in order to make its meanings clear. Watch a good teacher, and you will see he does not sit motionless before his class; he stands and fingers to help him in his explanation and his face to express his feelings. Listen to him and you will hear the loudness, the quality and the musical note of his vocie always changing according to what he is teaching.

But the fact that a good teacher has some of the gifts of a good teacher does not mean that he will indeed be able to act on the stage, for there are very important differences between the teacher's work and actor's work. The actor has to speak words which he has learnt by heart; he has to repeat certain dialogues which he has learnt earliest. Even his movements and the ways in which he uses his way because his audiences take an active part in his play. They ask questions, and if they do not understand something, they will say so in his class. I know many teachers who were fine actors in the class but were unable to take part in a stage play because their brains would not keep strictly to what another had written.

P.U. 2015

Questions:

i. **What is the difference between a good teacher and good actor?**
ii. **How can a good teacher be compared to good actor?**
iii. **How does a good teacher act?**
iv. **Who according to you, is a good teacher?**
v. **What is the role of teacher in nation building(Please not more than three sentences)**
vi. **Make a precis.**

44

Literacy means more than just the ability to be able to sign your name. It signifies education both liberal and mental. Understanding of both the explicit and implicit and the capability of reaching a sound decision in view of all the facts concerning the circumstances. An illiterate nation may be led easily astray by nonsensical preaching, undisciplined and wrong priorities. An educated nation has its priorities in order, a general partiotic out look prevails and national interests take precedence even our personal motives.

Looking back on our own history we can see that it was only after the failure of the war of independence of 1857 and Sir Syed's intervention that made the Muslims get up and educate themsleves properly, and it was this acquisition that made possible their future success.

Sargodha 2015

Questions:

i. **What does literacy mean?**
ii. **What disadvantage does and illiterate nation has?**
iii. **How does an education nation behave?**
iv. **What saved the Muslims after the war of independence?**
v. **Make a precis and also suggest a suitable title.**

45

It has become a national habit to curse the state for anything that happens in our lives. If there is a breakdown of electricity or traffic jam on the road, it is ours favourite pastime to start finding fault with the state. We do not realize how danger is this. By casting daily life problems, we are playing in the hands of terrorists. Because their main objective is to make people realize that the state has become a failure. Our media also sometimes cannot maintain the fine balance between criticism and despondency. Pakistan is not failure state. The people of Pakistan are aware that they have a long journey to cover to make Pakistan a democratic, welfare state. There are a score of political, cultural and social issues that we have to sort out. But nobody should think that the people of Pakistan are not capacitated to do the job. With the help of our strong faith in Allah, our capacities and by building our institutions, we would steer Pakistan out of these hard times. The best example of this resolve can be seen in the operation Zerb-e-Azab when the valiant armed forces of Pakistan, backed by the civilian support, reduced the number of terrorist attacks in Pakistan. And Pakistan is on the way to progress and prosperity. **(P.U. 2016 G-I)**

Questions:

(i) **What is our favourite pastime in an unusual situation?**
(ii) **What is the inherent danger in cursing the state?**
(iii) **What is the narrative of the terrorists?**
(iv) **How would Pakistan come out of these hard times?**
(v) **Suggest some other ways to make Pakistan strong.**
(vi) **Make a précis.**

46

As we surveys the whole course of man's development from the earliest times to the present and from the most primitive and simple to the most complex way of living, we are strongly impressed by the fact that whatever men have lived together there has been some group interest in education. As the group becomes more complex than this interest grows, institutions definitely charged with the task of teaching are created. Thus the school comes into existence and an educational system evolves.

But so far as we know from meager records which have been left, early man had only a very simple educational system. Most of the child's learning was picked up as he was associated with his parents and other members of the family, tribe, clan, or larger group. He learned to fish to prepare his food, to fight his enemies and to take care his simple and elementary needs. In short, he learnt to survive on the world in which he found himself.

As the life of group became more complex, certain number of the groups took it upon themselves to become thoroughly familiar with the traditions and the customs and devoted most of their time to teaching of the young. At first, this teaching was done wherever the teacher and a group of learners cared together. But later specified places for teaching and learning were set up. These were the first schools. **(P.U. 2016 G-II)**

Questions:

(i) How can we say that even the earliest man had interest in education?
(ii) How and when was the first educational institution established?
(iii) What kind of educational system did the early men have?
(iv) Trace the development of educational system?
(v) Suggest a suitable title for the passage?
(vi) Make a précis of the passage.

47

It is common in our day, as it has been in many other periods of the world's history, to suppose that those among us who are wise have seen through all the enthusiasms of earlier times and have become aware that there is nothing left to live for. The men who hold this view are genuinely unhappy, but they are proud of their unhappiness, which they attribute to the nature of the universe and consider to be the only rational attitude for an enlightened man. Their pride in their unhappiness makes less sophisticated people suspicious of its genuineness; they think that the man who enjoys being miserable is not miserable. This view is too simple; undoubtedly there is some slight compensation in the feeling of superiority and insight which these sufferers have, but it is not sufficient to make up for the loss of simpler pleasures. I do not myself think that there is any superior rationality in being unhappy. The wise man will be as happy as circumstances permit and if he finds the contemplation of the universe painful beyond a point, he will contemplate something else instead. This is what I wish to prove in the present chapter. I wish to persuade the reader that, whatever the arguments may be reason lays no embargo upon happiness; nay, more, I am persuaded that those who quite sincerely attribute their sorrows to their views about the universe are putting the cart before the horse: the truth is that they are unhappy for some reason of which they are not aware, and this unhappiness leads them to dwell upon the less agreeable characteristics of the world in which they live. (280 Words) **(P.U. 2017 G-I)**

Questions:

(i) **What is the common thinking about the human life nowadays?**

(ii) **Why are the people who are genuinely unhappy feel proud of their unhappiness?**

(iii) **Why do the less sophisticated people cast doubt on the genuineness of the unhappiness of these "unhappy people"?**

(iv) **What are Russell's arguments in favour of happiness?**

(v) **What do you think about the nature of the present world?**

(vi) **Make a précis of the above passage.**

48

Envy is, of course, closely connected with competition. We do not envy a good fortune which we conceive as quite hopelessly out of our reach. In an age when the social hierarchy is fixed, the lowest classes do not envy the upper classes so long as the division between rich and poor is thought to be ordained by God. Beggars do not envy millionaires, though of course they will envy other beggars who are more successful. The instability of social status in the modern world, and the equalitarian doctrine of democracy and socialism, have greatly extended the range of envy. For the moment, this is an evil, but it is an evil which must be endured in order to arrive at a more just social system. As soon as inequalities are thought about rationally, they are seen to be unjust unless they rest upon some superiority of merit. And as soon as they are seen to be unjust, there is no remedy for the resulting envy except the removal of the injustice. Our age is, therefore, one in which envy plays a peculiarly large part. The poor envy the rich, the poorer nations envy the richer nations, women envy men, virtuous women envy those who, though not virtuous, remain unpunished. While it is true that envy is the chief motive force leading to justice as between different classes, different nations, and different sexes, it is at the same time true that the kind of justice to be expected as a result of envy is likely to be the worst possible kind, namely that which consists rather in diminishing the pleasures of the fortunate than in increasing those of the unfortunate. Passions which work havoc in private life work havoc in public life also. It is not to be supposed that out of something as evil as envy good results will flow. Those, therefore, who from idealistic reasons desire profound changes in our social system, and a great increase of social justice, must hope that other forces than envy will be instrumental in bringing the changes about. **(P.U. 2018)**

Questions:

1. **What is envy?**
2. **What causes envy in the modern life?**
3. **What has extended the range envy?**
4. **How do the passions which cause havoc in private become destructive in public life?**
5. **Share your feelings on the emotion of envy?**
6. **Make a précis of the above passage.**

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7

Translation from Urdu into English

PART-I

اردو سے انگریزی میں translation کرنے کیلئے مندرجہ ذیل اشیاء کا اچھا علم ہونا ضروری ہے۔

ا۔ Conjugation of verbs فعلوں کی گردان
ب۔ Good Vocabulary ۔ اچھی لغت
ج۔ A sound knowlege of tenses ۔ Tenses سے مکمل واقفیت

آئندہ صفحات میں ان تینوں اشیاء کا تفصیلی جائزہ لیا گیا ہے۔

1. Conjugation of Verbs

There are **three** forms of verbs.

فعلوں کی گردان

Verb کی مندرجہ ذیل تین حالتیں ہیں۔

1. **Present tense (meet, teach, go)** فعل کی پہلی فارم
2. **Past tense (met, taught, went)** فعل کی دوسری فارم
3. **Past Participle (met, taught, gone)** فعل کی تیسری فارم

There are two kinds of verbs:

1. Weak verbs **2. Strong verbs**

Weak Verbs: The verbs which form their past tense by adding **ed, d** and **t** to the present form are called **weak verbs.**

ایسے فعل جن کا **Past tense** (فعل کی دوسری فارم) **t, ed, d** لگانے سے بن جاتا ہے۔ مثلاً

1. Change	**Changed**
2. Belong	**Belonged**
3. Mean	**Meant**

(b). Verbs which form their past tense by **shortening a vowel** are also called weak verbs.

اس کے علاوہ ایسے **verbs** جن کے اندرونی **vowels (a, e, i, o,u)** کو مختصر کرکے **Past tense** (فعل کی دوسری فارم) بنایا جاتا ہے۔

1. Bleed	**Bled**
2. Shoot	**shot**
3. Lead	**Led**
4. Light	**Lit**

(c) All verbs, whose past tense are **the same as in the present, are weak.**

ایسے افعال جن کے **Present, Past tense** کے مطابق ہوں **Weak verbs** کہلاتے ہیں۔

1. Cut	**Cut**	2. Hurt	**Hurt**
3. Put	**Put**	4. Rid	**Rid**
5. Spread	**Spread**		

Strong Verbs:

All verbs which form the past tense by **changing** (not merely shortening) the inside vowel and do not add on a final **'d'** or **'t'** are strong.

Fight	**Fought**	Hold	**Held**

ایسے افعال جن کے اندرونی **Vowels** کو تبدیل کر کے **past tense** بنایا جائے۔ **Strong verb** کہلاتے ہیں۔

(b) All verbs which form the past participle in **'en'** or **'n'** are either wholly or partly strong.

ایسے افعال جو **Past Participle** **en**، یا **n** سے تبدیل ہوں۔ مکمل طور پر یا جزوی طور پر **Strong** کہلاتے ہیں۔

Draw	Drew	**Drawn** - مکمل طور پر
Shake	Shook	**Shaken**
Saw	Sawed	**Sawn**- آرے یا آری سے چیرنا
Cleave	Cleft	**Cloven**۔ توڑ کر یا پھاڑ کر الگ کرنا

A few verbs form the past tense like **weak verbs** but the past participle like strong verbs. These are called **mixed verbs.**

The participles **'molten' and 'rotten'** are used only as adjectives.

Weak verbs or regular verbs

Rule: (Verb+ed)

Present Tense = Present (Base) Form	Past Tense = Past Form	Perfect Tense= has /have /had + Past Participle
add (اضافہ کرنا)	added	**added**
allow (اجازت دینا)	allowed	**allowed**
appear (دکھائی دینا، ظاہر ہونا)	appeared	**appeared**
ask (پوچھنا)	asked	**asked**
boil- (ابلنا)	boiled	**boiled**
borrow (ادھار لینا)	borrowed	**borrowed**
cheer (خوش کرنا)	cheered	**cheered**
clean (صاف کرنا)	cleaned	**cleaned**
climb (بلندی پر چڑھنا)	climbed	**climbed**
delay (ملتوی کرنا)	delayed	**delayed**
discuss (بحث کرنا)	discussed	**discussed**
dream (خواب دیکھنا)	dreamed/ dreamt	**dreamed/ dreamt**
end (ختم کرنا، ختم ہونا)	ended	**ended**
enjoy (لطف اٹھانا)	enjoyed	**enjoyed**

fail (ناکام ہونا)	failed	failed
fill (بھرنا)	filled	filled
fix (باندھنا، ٹھونکنا)	fixed	fixed
flow (بہنا)	flowed	flowed
hang (پھانسی پر لٹکانا)	hanged	hanged
help (مدد کرنا)	helped	helped
jump (اچھلنا)	jumped	jumped
kill (قتل کرنا)	killed	killed
laugh (ہنسنا)	laughed	laughed
load (وزن لادنا)	loaded	loaded
lock (تالا لگانا)	locked	locked
look (دیکھنا)	looked	looked
mend (مرمت کرنا)	mended	mended
need (ضرورت ہونا)	needed	needed
obey (حکم کی تعمیل کرنا)	obeyed	obeyed
own (ملکیت میں ہونا)	owned	owned
pass (گزرنا، آگے بڑھنا)	passed	passed
paint (رنگ کرنا)	painted	painted
play (کھیلنا)	played	played
pull (کھینچنا)	pulled	pulled
push (دھکیلنا)	pushed	pushed
punish (سزا دینا)	punished	punished
rain (بارش برسنا)	rained	rained
reach(پہنچنا)	reached	reached
rear (پرورش کرنا)	reared	reared
sew (سینا)	sewed	sewed
sow (بیج بونا، کاشت کرنا)	sowed	sowed
show (دکھانا)	showed	showed
spoil (ضائع کرنا)	spoiled	spoiled
stay (ٹھہرنا)	stayed	stayed
thank (شکریہ ادا کرنا)	thanked	thanked

thrive (پھلنا، پھولنا)	thrived	thrived
wait (انتظار کرنا)	waited	waited
wash (دھونا)	washed	washed
wish (خواہش کرنا)	wished	wished
work (کام کرنا)	worked	worked
walk (سیر کرنا)	walked	walked

Rule: (Verb+d)

Present Tense = Present (Base) Form	Past Tense = Past Form	Perfect Tense= has /have /had + Past Participle
agree متفق ہونا	agreed	agreed
advise نصیحت کرنا۔	advised	advised
arrive پہنچنا۔	arrived	arrived
arrange مرتب کرنا۔	arranged	arranged
care فکر کرنا۔	cared	cared
change تبدیل کرنا۔	changed	changed
charge قیمت طلب کرنا۔	charged	charged
close بند کرنا۔	closed	closed
compare مقابلہ کرنا۔	compared	compared
compete مقابلہ کرنا۔	competed	competed
complete مکمل کرنا۔	completed	completed
dare جرات کرنا۔	dared	dared
dance رقص کرنا۔	danced	danced
die مرنا۔	died	died
divide تقسیم کرنا۔	divided	divided
gaze ٹکٹکی باندھ کر دیکھنا۔	gazed	gazed
hate نفرت کرنا۔	hated	hated
hope امید رکھنا۔	hoped	hoped
live رہائش پذیر ہونا۔	lived	lived
lie جھوٹ بولنا۔	lied	lied
loose ڈھیلا کرنا۔	loosed	loosed
love محبت کرنا۔	loved	loved

move حرکت دینا۔	moved	**moved**
place رکھنا۔	placed	**placed**
stroke ضرب لگانا۔	stroked	**stroked**
flee بھاگ جانا۔	fled	**fled**
have کسی شے کا ہونا۔	had	**had**
hear سننا۔	heard	**heard**
sell بیچنا۔	sold	**sold**
tell بتانا۔	told	**told**

Rule: (Doubling Consonant + ed)

Present Tense = Present (Base) Form	**Past Tense = Past Form**	**Perfect Tense= has /have /had + Past Participle**
beg (مانگنا)	begged	**begged**
cancel (ختم کرنا)	cancelled	**cancelled**
drop (گرانا)	dropped	**dropped**
hop (اچھلنا، کودنا)	hopped	**hopped**
emit (خارج کرنا)	emitted	**emitted**
nod (اونگھنا)	nodded	**nodded**
pat (تھپکی دینا)	patted	**patted**
plan (منصوبہ بنانا)	planned	**planned**
refer(اشارہ کرنا)	referred	**referred**
rub (رگڑنا)	rubbed	**rubbed**
stop (رکنا)	stopped	**stopped**
travel (سفر کرنا)	travelled	**travelled**
quarrel (لڑنا)	quarrelled	**quarrelled**

Rule: (Y- I + ed/d)

Present Tense = Present (Base) Form	**Past Tense = Past Form**	**Perfect Tense= has /have /had + Past Participle**
bury دفن کرنا۔	buried	**buried**
carry لیجانا۔	carried	**carried**
cry چیخنا۔	cried	**cried**
dry (خشک کرنا)	dried	**dried**

fry (بھوننا)	fried	fried
try (کوشش کرنا)	tried	tried
hurry (جلدی کرنا)	hurried	hurried
marry (شادی کرنا)	married	married
lay (رکھنا، کسی شے پر لٹانا)	laid	laid
pay (ادا کرنا)	paid	paid
say (کہنا)	said	said
Exception: enjoy)	enjoyed	enjoyed

Rule: (Past and Past Participle ending with 't')

Present Tense = Present (Base) Form	Past Tense = Past Form	Perfect Tense= has /have /had + Past Participle
bend (جھکنا)	bent	bent
build (بنانا)	built	built
burn(جلنا)	burnt	burnt
buy (خریدنا)	bought	bought
catch (پکڑنا)	caught	caught
creep (رینگنا)	crept	crept
fight (لڑنا)	fought	fought
deal (معاملہ کرنا)	dealt	dealt
dream (خواب دیکھنا)	dreamt	dreamt
dwell (رہائش رکھنا)	dwelt	dwelt
feel (محسوس کرنا)	felt	felt
keep (رکھنا)	kept	kept
kneel (جھکنا)	knelt	knelt
learn (یاد کرنا، سیکھنا)	learnt	learnt
leave (چھوڑ دینا)	left	left
lend (قرض دینا)	lent	lent
lose (گم کرنا)	lost	lost
mean (مطلب رکھنا، ارادہ رکھنا)	meant	meant
seek (تلاش کرنا)	sought	sought
send (بھیجنا)	sent	sent

sleep (سونا)	slept	slept
smell (سونگھنا)	smelt	smelt
spell (ہجے کرنا)	spelt	spelt
spit (تھوکنا)	spat	spat
spend (خرچنا)	spent	spent
spoil (ضائع کرنا)	spoilt	spoilt
sweep (جھاڑو دینا)	swept	swept
teach (پڑھانا)	taught	taught
think (سوچنا)	thought	thought
weep (رونا)	wept	wept

Rule: (Changing inside vowel)

Present Tense = Present (Base) Form	Past Tense = Past Form	Perfect Tense= has /have /had + Past Participle
abide (رہنا)	abode	abode
become (ہونا)	became	become
behold (دیکھنا)	beheld	beheld
bid (حکم دینا)	bade	bidden / bid
bite (کاٹنا)	bit	bitten/ bit
bind (باندھنا)	bound	bound
bleed (خون کا بہنا)	bled	bled
breed (پرورش کرنا)	bred	bred
chide (لعن طعن کرنا)	chid	chidden / chid
come (آنا)	came	come
(but) welcome	welcomed	welcomed
dig (کھودنا)	dug	dug
feed (پالنا)	fed	fed
fight (پکڑنا)	fought	fought
find (پانا)	found	found
get (حاصل کرنا)	got	gotten/ got
hide (چھپانا)	hid	hidden/ hid
hold (پکڑنا)	held	held

make (بنانا)	made	made
meet(ملنا)	met	met
shoot (گولی مارنا)	shot	shot
sit (بیٹھنا)	sat	sat
stand (کھڑے ہونا)	stood	stood
withhold (روکنا)	withheld	withheld

Note: "Welcome is also an Adjective. "You are welcome to it. " As a Noun- "They gave us a warm **welcome."** **As a verb- I welcome** you to our house. As an interjection- "Welcome to England."

Rule: (Past Participle ending with 'n' / 'en'

Present Tense = Present (Base) Form	اردو ترجمہ	Past Tense = Past Form	Perfect Tense= has /have /had + Past Participle
arise	نکلنا، اٹھنا	arose	arisen
awake	بیدار ہونا	awoke	awaken
be (am, is, are)	ہونا	was, were	been
bear	برداشت کرنا	bore	born
bear	پیدا کرنا	bore	borne (en> ne)
beat	مارنا	beat	beaten
break	توڑنا	broke	broken
choose	منتخب کرنا	chose	chosen
do	کوئی کام کرنا	did	done
drive	کوئی سواری وغیرہ چلانا	drove	driven
eat	کھانا	ate	eaten
fall	گرنا	fell	fallen
forbid	منع کرنا	forbade	forbidden
forgive	معاف کرنا	forgave	forgiven
forget	بھولنا	forgot	forgotten
forsake	چھوڑ دینا	forsook	forsaken
freeze	منجمد ہونا	froze	frozen
give	دینا	gave	given
go	جانا	went	gone

lie	لیٹنا	lay	lain
mistake	غلطی کرنا	mistook	mistaken
ride	گھوڑ سواری کرنا	rode	ridden
rise	اٹھنا	rose	risen
see	دیکھنا	saw	seen
shake	ہلانا	shook	shaken
speak	بولنا	spoke	spoken
shine	چمکنا	shone	shone
smite	مارنا، ضرب لگانا	smote	smitten
steal	چوری کرنا	stole	stolen
strive	کوشش کرنا	strove	striven
swear	قسم کھانا	swore	sworn
take	لینا	took	taken
tear	پھاڑنا	tore	torn
thrive	پھلنا پھولنا	throve	thriven
tread	پیدل چلنا	trode	trodden
wake	جاگنا	woke	waken
wear	پہننا	wore	worn
win	جیتنا	won	won
write	لکھنا	wrote	written
weave	------	wove	woven

Rule: (Past > 'e'; Past Participle > n)

Present Tense = Present (Base) Form	اردو ترجمہ	Past Tense = Past Form	Perfect Tense= has /hav /had + Past Participle
blow	ہوا کا چلنا	blew	blown
draw	کھینچنا	drew	drawn
fly	اڑنا	flew	flown
grow	جاننا	knew	known
slay	قتل کرنا	slew	slain
throw	پھینکنا	threw	thrown
withdraw	پیچھے کھینچنا	withdrew	withdrawn

Rule: (Past > 'a'; Past Participle > u)

Present Tense = Present (Base) Form	اردو ترجمہ	Past Tense = Past Form	Perfect Tense= has /have /had + Past Participle
begin	شروع کرنا	began	begun
drink	پینا	drank	drunk
fling	پھینکنا	flang	flung
ring	گھنٹی بجانا	rang	rung
run	دوڑنا	ran	run
sing	گیت گانا	sang	sung
sink	بے جان شے کا ڈوبنا	sank	sunk/ sunken
shrink	کپڑے کا سکڑنا	shrank	shrunk/ shrunken
spring	پیدا ہونا	sprang	sprung
swim	تیرنا	swam	swum

Rule: (Past > 'u'; Past Participle > u)

Present Tense = Present (Base) Form	اردو ترجمہ	Past Tense = Past Form	Perfect Tense= has /have /had + Past Participle
cling	چمٹنا	clung	clung
dig	کھودنا	dug	dug
hang	لٹکانا	hung	hung
spin	جوتنا	spun	spun
stick	چمٹنا	stuck	stuck
strike	ضرب لگانا	struck	struck/ striken

Rule : (Without any change)

Present Tense = Present (Base) Form	اردو ترجمہ	Past Tense = Past Form	Perfect Tense= has /have /had + Past Participle
bet	شرط لگانا	bet	bet
bid	کہنا، دکاندار کے خلاف بولی لگانا	bid	bid
burst	پھٹنا	burst	burst
cast	پھینکنا	cast	cast
cost	قیمت پڑنا	cost	cost

cut	کاٹنا	cut	cut
hit	مارنا	hit	hit
hurt	زخمی کرنا	hurt	hurt
let	اجازت دینا	let	let
put	رکھنا	put	put
quit	چھوڑ دینا	quit	quit
read	پڑھنا	read	read
set	قائم کرنا	set	set
shut	بند کرنا	shut	shut
spread	پھیلانا	spread	spread
thrust	ٹھونسنا	thrust	thrust
broadcast	ریڈیو سے نشر کرنا	broadcast	broadcast
telecast	ٹیلی ویژن سے نشر کرنا	telecast	telecast

Verbs that are often confused

Present Tense = Present (Base) Form	اردو ترجمہ	Past Tense = Past Form	Perfect Tense= has /have /had + Past Participle
beat (strike)	مارنا	beat	beaten
bite (tear with teeth)	دانتوں سے کاٹنا	bit	bitten/ bit
bear (carry)	لے جانا	bore	borne
bear (bring forth)	پیدا کرنا	bore	born
compete (contend)	مقابلہ کرنا	competed	competed
complete (finish)	مکمل کر دینا	completed	completed
fall (drop down)	گرنا	fell	fallen
feel (perceive)	محسوس کرنا	felt	felt
fill (make full)	بھرنا	filled	filled
fail (be unsuccessful)	ناکام ہونا	failed	failed
leave (abandon/ depart)	چھوڑ دینا	left	left
live (exist)	رہائش رکھنا	lived	lived
lie (sleep/ rest lenghtwise)	لیٹنا	lay	lain
lie (make false statement)	جھوٹ بولنا	lied	lied
lay (place or set down)	سطح کے ساتھ لگانا	laid	laid

loose / loosen	ڈھیلا کرنا	loosed/ loosened	loosed/ loosened
lose (forfeit / miss)	گم کرنا، گم ہو جانا	lost	lost
raise (lift up)	اٹھانا	raised	raised
rise (ascend)	اٹھنا	rose	risen
sew (fasten with stitches)	سینا	sewed	sewed
Sow (scatter seed/ plant)	بیج اگانا	sowed	sowed / sown
show (exhibit/ display)	دکھانا	showed	shown
strike (affect / beat)	ضرب لگانا	struck	struck
stroke (knock / rub)	رگڑنا	stroked	stroked

Mixed Verbs

Present Tense = Present (Base) Form	اردو ترجمہ	Past Tense = Past Form	Perfect Tense= has /have /had + Past Participle
beat	مارنا	beat	beaten
do	کرنا	did	done
hew	ٹھوکنا	hewed	hewn
melt	پگھلنا	melted	melten, melted
mow	گھاس کاٹنا	mowed	mown
shave	حجامت کرنا	shaved	shaved, shaven
shear	قینچی سے کترنا	sheared	shorn, sheared
sow	بیج بونا	sowed	sown
swell	سوجنا	swelled	swellen, swollen
show	دکھانا	showed	shown
sew	سینا	sewed	sewn, sewed
rot	گلنا سڑنا	rotted	rotten., rotted
strew	بکھیرنا	strewed	strewn, strewed
saw	تختے چیرنا	sawed	sawn, sawed

Spelling Rules of Verbs which have - ing forms ing کے قواعد و اصول

Verb + ing spelling rules	Examples	Examples
(a) Single 'e' is omitted before ing: فعل کے آخر میں اگر e آئے تو ing لگانے سے پہلے اسے ختم کر دیں	come give have love make write	coming giving having loving making writing

(b) Double 'e' is not omitted before ing. اگر ee آئے تو اسے ing سے پہلے ختم نہیں کرتے۔	agree	agreeing
	see	seeing
(c) Consonant (after a vowel) becomes double when it is added with any suffix - **ed, er, ing**: **In past Tense:** beg + ed = begged bat + ed= batted اگر verb کے بعد consonant آئے تو اسے ڈبل کر دیں۔ اگر آخر میں er, ed یا فعل جاری + فعل سے بنے ہوئے ing بطور Noun کے ساتھ suffix آئے **In continuous Tense & Verbal Nouns:** beg + ing = begging run + ing = running **Also in forming Nouns:** beg + er= beggar (e> a) run + er = runner	bat	batting
	beg	begging
	get	getting
	run	running
	sit	sitting
	stop	stopping
	hop	hopping
	pat	patting
	admit	admitting
	begin	beginning
	forbid	forbidding
	forget	forgetting
	refer	referring
	quarrel	quarrelling
	travel	travelling
(d) **Consonant is not doubled** if there is no stress on the last syllable: Consonant ڈبل نہیں کرتے اگر آخری Syllable کو ادا کرتے وقت زور نہ دیا جائے۔	listen	listening
	visit	visiting
	prohibit	prohibiting
	remember	remembering
(e) ie> **y + ing**	die	dying
	lie	lying
	tie	tying
(f) In most cases **'ing' is added without making any change:**	be	being
	do	doing
	say	saying
	fry	frying
	try	trying
	buy	buying
	keep	keeping
	stand	standing
	carry	carrying
	enjoy	enjoying

TEST

Three forms of Verb

Give the past and Past Participle of:

1. Arise, fly, forget, cleave, preach, blow, bid, know, give, chide, forbear, eat, draw, bite
2. die, rise, smite, stride, swear, waive, write, steal, slide, sink, shake, tell, tear, see
3. abide, bind, cling, come, fight, begin, become, awake, behold, crow.
4. find, cling, win, wring, stand, sit, sing, hold, stick, sting, spin, run, spring, grind, get
5. beat, do, hew, melt, shave, sow, show, rot, saw, sew.
6. creep, sweep, burn, dream, feel, spell, learn, mean, split, spoil.
7. have, say, shoe, die, lose, beseech, bring, buy, catch, seek, owe, dare, teach, think, tell
8. burst, cast, spend, build, lend, gild, send, bleed, shoot, lead, meet, feed, send

Exercise

1. **Write the following verbs in past and past participle forms:**

One has been done for you.

Verb ------> Present	Past	past Participle
add/ adds	added	added
ask/ asks		
end/ ends		
fail/ fails		
fill / fills		
feel/ feels		
help / helps		
kill / kills		
lose/ looses		
lose/ loses		
play / plays		
reach / reaches		
leave/ leaves		
live / lives		
lie/ lies		
lay/ lays		
sew/ sews		
see/ sees		
sow / sows		
shows/ shows		
think / thinks		
keep / keeps		
put/ puts		
catch / chatches		
bind/ binds		
seek/ seeks		
hear/ hears		
tell / tells		
say / says		
cry / cries		
sell / sells		
bear/ bears		
try / tries		
send/ sends		
sleep / sleeps		

eat/ eats		
bite/ bites		
beat/ beats		
learn / learns		
teach / teaches		
obey / obeys		

2. Give the resulting forms of the following verbs + ing in correct spelling with their meanings. One has been done for you

Verb + ing	Resulting forms	Meanings
bite + ing	biting	tearing with teeth
come + ing		
abide+ ing		
arise + ing		
advise + ing		
loose + ing		
care + ing		
change + ing		
charge + ing		
close + ing		
compare + ing		
compete + ing		
complete + ing		
dare + ing		
dance + ing		
die + ing		
lie + ing		
agree + ing		
see + ing		
be + ing		
have + ing		
give + ing		
make + ing		
take + ing		
run + ing		
sit + ing		
get + ing		
emit + ing		
drop + ing		
hop + ing		
plan + ing		
cancel + ing		
travel + ing		
quarrel + ing		
cry + ing		
fly + ing		
shake + ing		
strike + ing		
write + ing		

PART-II

Enrich Your Vocabulary

ذیل میں روزمرہ زندگی کے مختلف شعبوں میں استعمال ہونے والے الفاظ کی لسٹ دی جا رہی ہے۔ انہیں یاد کرنے سے اردو سے انگریزی ترجمہ میں بے شمار آسانیاں پیدا ہو جائیں گی۔ طلباء سے درخواست ہے کہ وہ اس Vocabulary کو زبانی یاد کریں۔

A degree class student must know the following words. They are essential for

1. Writing good English.
2. For speaking English.
3. For correct rendering of Urdu language into English.

1. RELIGION AND THE UNIVERSE

Abraham	حضرت ابراہیم علیہ السلام	Ablution	وضو، اشنان
Aesop	حضرت لقمان علیہ السلام	Adam	حضرت آدم علیہ السلام
Altar	قربان گاہ	Angel	فرشتہ
Apostate	بے دین	Apostle	رسول، حواری
Archangel	عظیم ترین فرشتہ	Ascension	صعود مسیح، معراج نبی
Ascetic	زاہد	Atheist	ملحد، منکر
Believer	مومن	Bier	ارتھی
The (Black stone)	حجر اسود	(to) break one's fast	روزہ کھولنا
Burial	دفن	Cemetery	مرگھٹ، قبرستان
Christ	حضرت عیسیٰ علیہ السلام	Christian	عیسائی
Christianity	عیسائیت	Coffin	کفن
Companions of the Prophet	صحابہ کرام	Count the beads	مالا جپنا
Creator	خالق	Creed	عقیدہ
Cross	صلیب	Crosus	قارون
Crucification	عیسیٰ علیہ السلام کا سولی پر چڑھایا جانا	Crusade	جہاد
David	حضرت داؤد علیہ السلام	Day of Judgement	روز حساب
Devil	شیطان	Doomsday	قیامت
Eid	عید	Eve	حضرت حوا
Exodus	ہجرت، خروج	Faith	ایمان
Fast	روزہ	Festival	تہوار
Flight	ہجرت	Funeral	جنازہ
Gabriel	جبرائیل علیہ السلام	Graveyard	قبرستان

Hagar	حضرت حاجرہ	Heaven	جنت
Hell	جہنم	Idol	بت
Idolator	بت پرست	Infidel	کافر
Jacob	حضرت یعقوب علیہ السلام	Jesus	حضرت یسوع مسیح
Jew	یہودی	Joseph	حضرت یوسف علیہ السلام
Judaism	یہودیت	Lord Buddh	مہاتما بدھ
Mary	حضرت مریم علیہا السلام	Moses	حضرت موسیٰ علیہ السلام
Noah	حضرت نوح علیہ السلام	Noah's Ark	کشتی نوح
Noah flood	طوفان نوح	Observe fast	روزہ رکھنا
Omnipotent	قادر مطلق	Omniscient	عالم کل، ہمہ دان
Omnipresent	ہرجائی	Pagan	کافر
Paradise	جنت	Penance	کفارہ، تپیا کرنا
Pilgrimage	حج	Prophet	پیغمبر
Pulpit	منبر	Purgatory	اعراف
Recite the Quran	تلاوت قرآن کرنا	Repeat a sacred name	وظیفہ کرنا، جاپ کرنا،
Resurrection	حشر	Rosary	مالا، تسبیح
Sacred	مقدس	Sacrificial Animals	قربانی کے جانور
Satan	شیطان	Saviour	نجات دہندہ
Sect	فرقہ	Sermon	وعظ
Solomon	حضرت سلیمان علیہ السلام		

2. EVERYDAY POLITICAL VOCABULARY

Capitalists	سرمایہ دار	Nationalist	قوم پرست
Liberals	آزاد خیال لوگ	Moderates	اعتدال پسند
Extremists	انتہا پسند	Reactionaries	رجعت پسند
Conservatives	قدامت پسند	Majority	اکثریت، سن بلوغ
Communalists	فرقہ پرست	Minority	اقلیت، نابالغی
Equal representation	مساوی نمائندگی	Law and order	امن و انتظام
No-confidence motion	تحریک عدم اعتماد	Disciplinary action	تادیبی کارروائی
Lawlessness	بدسلوکی، بدانتظامی	Autocracy	مطلق العنان، شخصی راج
Bureaucracy	نوکر شاہی، دفتری حکومت	Aristocracy	حکومت امرا، امیر شاہی

Dictatorship	آمریت مطلق، اختیار کلی	Republic, Democracy	جمہوریت
Totalitarianism	مطلق انسانی	Commentator	مبصر، رائے زن
Illiteracy	جہالت، ناخواندگی	Non- violence	عدم تشدد

3. EVERYDAY BUSINESS VOCABULARY

Accountant	محاسب، منیم	Amount	کل زر، نقدی
Balance	باقی	Cashier	خزانچی
Current Account	چالو حساب	Consignment	بلٹی، ارسال کردہ مال
Employer	کام، آجر	Employee	ملازم، نوکر
Employment	ملازمت، نوکری	Fixed Deposit	معیاری امانت
Fixed Account	قائم معیادی حساب	Interest	سود
Invoice	مال کی مکمل فہرست، بیجک، یا بیجک	Inventory	گھر یا دوکان پر موجودہ
Ledger	بہی کھاتہ	Manager	ناظم، منیجر
Proprietor	مالک	Price list	فہرست اشیاء مع قیمت، نرخ نامہ
Principal	اصل زر	Running Account	چالو حساب
Salesman	فروخت کنندہ	Share- holder	حصہ دار
Savings account	سیونگ حساب	Sleeping partner	انتظام میں دخل نہ دینے والا
Salary	تنخواہ	Typist	ٹائپ کرنے والا
Approval	پسندیدگی، منظوری	Auction	نیلامی
Bankrupt	دیوالیہ	Commission	دلالی، کمیشن
Creditor	قرض خواہ		

4. EVERY DAY ADMINISTRATIVE VOCABULARY

Accused	ملزم	Appellant	اپیل کنندہ
Bailiff	افسر جو فیصلوں کی تعمیل، ترقیاں اور گرفتاریاں کرتا ہے۔	Bribery	رشوت
Sentenced to death	سزائے موت	Criminal	مجرم یا مجرمانہ
Cross- examination	جرح	Custody	حراست
Damages	تاوان، ہرجہ، نقصانات	Defence witness	گواہ صفائی
Defendant	مدعا علیہ، وہ شخص جس کے خلاف دعویٰ یا استغاثہ دائر کیا جائے	Execution	پھانسی
Ex-parte decree	یک طرفہ ڈگری	Handcuff	ہتھکڑی
Hearing	پیشی	Heavy punishment	سخت سزا

Impartial	غیر جانبدار	Judgment	فیصلہ
Libel case	مقدمہ ہتک عزت	Lock up	جیل
Penalty	ہرجانہ، جرمانہ	Plaintiff	مدعی
Prisoner	قیدی	Respondent	مدعا علیہ یا جواب دینے والا
Sedition	سازش، بغاوت	Sentence	حکم سزا
Surety	ضمانت	Trial	مقدمہ
To acquit	چھوڑنا، بری کرنا	Warrant	وارنٹ ۔ اطلاع
Will	وصیت نامہ	To arrest	گرفتار کرنا
To commit a crime	جرم کرنا	To file a suit, to sue	مقدمہ کرنا، نالش کرنا
To foreit security	ضمانت کھو بیٹھنا	To frame charges	فرد جرم لگانا
To handcuff	ہتھکڑی لگانا	To investigate	تفتیش کرنا
To mislead	گمراہ کرنا	To prosecute	چالان کرنا
To release on bail	ضمانت پر رہا کرنا	To take into custody	زیر حراست لینا (کرانا)
Adjournment motion	تحریک التوا	Adult suffrage	بالغ حق رائے دہی
Agitation	شورش	Announcement	اعلان
Ballot- box	پرچی بکس، پرچی ڈالنے والا صندوق	Bye-election	ضمنی انتخابات
Candidate	امیدوار		

5. Animals

Antelope	بارہ سنگھا	Hound	شکاری کتا
Ape	لنگور	Ass	گدھا
Jackal	گیدڑ	Badger	بجو
Kangaroo	کنگرو	Kitten	بلی کے بچے
Bitch	کتیا	Kiwi	کیوی
Buffalo	بھینس	Leopard	چیتا
Bull	بیل	Lion	ببر شیر
Bullock	بیل	Calf	گائے کا بچھڑا
Mare	گھوڑی	Chicken	چوزے
Mongoose	نیولا	Colt (filly, foal)	گھوڑے کا بچھڑا یا بچھڑی
Monkey	بندر	Crocodile	مگرمچھ
Mule	خچر	Cub	شیر کا بچہ
Ostrich	شتر مرغ	Deer	ہرن

Doe	ہرنی	Puppy	پلا
Elephant	ہاتھی	Panther	چیتا
Ewe	مادہ بھیڑ	Penguin	پنگوین
Giraffe	زرافہ	Pig	سور
Gorilla	گوریلا	Pony	ٹٹو
Hare	خرگوش	Hart	ہرن
Rabbit	خرگوش	Hedgehog	جنگلی چوہا
Hippopotamus	دریائی گھوڑا	Ram	مینڈھا
Rhinoceros	گینڈا	Squirrel	گلہری
Stag	بارہ سنگھا	Tiger	شیر
Vixen	مادہ لومڑی	Walrus	والرس، دریائی گھوڑا
Wolf	بھیڑیا	Zebra	زیبرا

6. Insects and Reptiles

Alligator	سنسار	Ant	چیونٹی
Bee	شہد کی مکھی	Beetle	چیونٹا، بھونرا
Bug	کھٹمل	Butterfly	تتلی
Caterpillar	تتلی	Centipede	کنکھجورا
Cobra	ناگ	Crab	کیکڑا
Cricket	جھینگر	Dragon	اژدھا
Flea	پسو	Fly	مکھی
Frog	مینڈک	Germ	جراثیم
Glow-worm	جگنو	Grass hopper	ٹڈا
Leech	جونک	Lizard	چھپکلی
Locust	جوں	Mole	چھچھوندر
Mosquito	مچھر	Moth	پتنگا
Scorpion	بچھو	Serpent	سانپ
Shell	سیپی	Silkworm	ریشم کا کیڑا
Snail	گھونگا	Snake	سانپ
Spider	مکڑا	Tadpole	مینڈک کا بچہ
Toad	بڑا مینڈک	Tortoise	کچھوا
Wasp	بھڑ	Weasel	نیولا
White ant	دیمک		

7. Fruits and Vegetables

Almond	بادام	Apple	سیب
Apricot	خوبانی	Banana	کیلا
Beans	پھلیاں	Beet root	چقندر
Brinjal	بینگن	Cabbage	بند گوبھی
Carrot	گاجر	Cauli flower	پھول گوبھی
Cocoanut	ناریل	Cucumber	کھیرا
Dates	کھجور	Fig	انجیر
Garlic	لہسن	Ginger	ادرک
Grapes	انگور	Greens	ساگ
Groundnut	مونگ پھلی	Guava	امرود
Jamin, Jambolan	جامن	Lady's finger	بھنڈی توری
Lemon	لیموں	Lichi	لیچی پھل
Lotus	کنول	Mango	آم
Melon	خربوزہ	Mint	پودینہ
Mulberry	شہتوت	Onion	پیاز
Orange	سنگترہ	Peach	آڑو
Pear	ناشپاتی	Peas	مٹر
Pine apple	انناس	Pistachio	پستہ
Plum	آلوچہ	Pomegranate	انار
Potato	آلو	Pulse	دال
Quince	بہی	Raddish	مولی
Raisin	کشمش	Sweet potato	شکرقندی
Spinach	پالک کا ساگ	Strawberry	سٹابری
Sweet lemon	میٹھا	Tomato	ٹماٹر
Trapanuts	سنگھاڑا	Turmeric	ہلدی
Turnip	شلجم	Vine	انگور کی بیل
Walnut	اخروٹ	Water melon	تربوز

8. Birds

quarium	آبی گھر	Aviary	طائر خانہ
at	چمگادڑ	Cygent	ہنس کا بچہ

Cuckoo	کوئل	Crane	سارس
Crow	کوا	Duck	بطخ
Dove	فاختہ	Eyrie	بلندی پر شکاری پرندے کا گھونسلا، عقاب کا گھر
Eagle	عقاب	Goose	راج ہنس
Gosling	راج ہنس کا بچہ	Hawk	شکرا
Heron	بگلا	Jack- daw	پہاڑی کوا
Blue- Jay	نیل کنٹھ	Lark	چنڈول
Kite	چیل	Nightingale	بلبل
Magpie	مینا	Poultry farm	مرغی خانہ
Owl	الو	Pigeon	کبوتر
Parrot	طوطا	Peacock	مور
Partridge	تیتر	Rook	کوا
Quail	بٹیر	Swallow	ابابیل
Sparrow	چڑیا	Swan	ہنس
Stork	سارس	Vulture	گدھ
Starling	تلیر		

9. Cries of Birds and Beasts

Apes gibber	لنگور چیں چیں کرتے ہیں
Asses bray.	گدھے ہینگتے ہیں۔
Bears growl.	ریچھ چنگھاڑتے ہیں، غراتے ہیں۔
Bees hum.	مکھیاں بھنبھناتی ہیں۔
Beetle crone.	بھنورے بھوں بھوں کرتے ہیں
Birds twitter, sing, chirp, warble.	پرندے چہچہاتے ہیں۔
Bulls bellow.	بیل ڈکارتے ہیں۔
Canaries whistle.	زرد بلبل سیٹی بجاتے ہیں۔
Camels grunt.	اونٹ بلبلاتے ہیں۔
Cats mew or purr.	بلیاں میو میو کرتی ہیں۔
Cocks crow.	مرغے اذان دیتے ہیں یا ککڑوں کوں کرتے ہیں۔
Cattle and cows low.	مویشی اور گائے ڈکراتے ہیں۔
Crows caw.	کوے کائیں کائیں کرتے ہیں۔

Crickets chirp.	جھینگر شور مچاتے ہیں۔
Dogs, bark, yelp, howl, snarl, whine.	کتے بھونکتے ہیں۔
Doves coo.	فاختائیں کوکو کرتے ہیں۔
Ducks quack.	بطخیں کائیں کائیں کرتی ہیں۔
Eagles scream	عقاب چیختے ہیں۔
Elephants trumpet or squeal	ہاتھی چنگھاڑتے ہیں۔
Flies buzz.	مکھیاں بھن بھن کرتی ہیں۔
Frogs croak.	مینڈک ٹراتے ہیں۔
Foxes yelp or bark	لومڑیاں غراتی ہیں۔
Goats bleat.	بکریاں ممیاتی ہیں۔
Geese cackle, gaggle.	ہنس کٹ کٹ کرتے ہیں۔
Hens cackle.	مرغیاں کٹ کٹ کرتی ہیں۔
Horses laugh.	گھوڑے ہنہناتے ہیں۔
Hogs grunt.	سور خرخر کرتے ہیں۔
Hyenas laugh.	چرخ کھلکھلا کر ہنستے ہیں۔
Hawks scream.	باز چیں چیں کرتے ہیں۔
Jackals howl.	گیدڑ چیختے ہیں۔
Lambs bleat.	میمنے ممیاتے ہیں۔
Larks sing, warble.	چنڈول چہچہاتے ہیں۔
Lions roar.	شیر دھاڑتے ہیں۔
Mice squeak.	چوہے چوں چوں کرتے ہیں۔
Monkeys chatter.	بندر چیں چیں کرتے ہیں۔
Nightingales sing.	بلبلیں چہچہاتی ہیں۔
Owls hoof (screech)	الو چیختے ہیں۔
Oxen bellow (low)	بیل ڈکراتے ہیں۔
Parrots talk	طوطے ٹیں ٹیں کرتے ہیں۔ (باتیں کرتے ہیں)
Pigeons coo.	کبوتر کوکو کرتے ہیں یا غٹرغوں کرتے ہیں۔
Pigs grunt.	سور خرخر کرتے ہیں۔
Pupies yelp.	پلے ٹاؤں ٹاؤں کرتے ہیں۔
Ravens croak.	کوے کائیں کائیں کرتے ہیں۔
Rooks caw.	کوے کائیں کائیں کرتے ہیں۔

Serpents hiss.	سانپ سیٹی بجاتے ہیں۔
Sparrows chirp.	چڑیاں چوں چوں کرتی ہیں۔
Swallows twitter.	ابابیل ٹراتے ہیں۔
Swans cry.	ہنس چیختے ہیں۔
Squirrels squeak.	گلہریاں چڑ چڑ کرتی ہیں۔
Sheep bleat.	بھیڑیں ممیاتی ہیں۔
Tigers roar.	شیر دھاڑتے ہیں۔
Turkeys gobble.	ٹرکی مرغیاں چڑ چڑ کرتی ہیں۔
Vultures scream	گدھیں چیختی ہیں۔
Wolves howl or yell	بھیڑیے چیختے ہیں۔

10. Young Ones

Cat	بلی	Kitten	بلونگڑہ
Eagle	عقاب	Eaglet	عقاب کا بچہ
Elephant	ہاتھی	Calf	ہاتھی کا بچہ
Dog	کتا	Puppy	کتے کا بچہ ، کتورا
Hare	خرگوش	Leveret	خرگوش کا بچہ
Hen	مرغی	Chicken	چوزہ
Lion	شیر ببر	Whelp	شیر کا بچہ
Sheep	بھیڑ	Lamb	لیلا
Swan	ہنس	Cygent	ہنس راج کا بچہ
Deer	ہرن	Fawm	ہرن کا بچہ
Bear	ریچھ	Cub	ریچھ کا بچہ
Tiger	شیر	Cub	شیر کا بچہ
Fox	لومڑ	Cub	لومڑ کا بچہ
Bear	سور	Porkling	سور کا بچہ
Goose	بڑی بطخ	Gosling	بڑی بطخ کا بچہ
Frogs	مینڈک	Tadpole	مینڈک کا بچہ
Duck	بطخ	Duckling	بطخ کا بچہ
Goat	بکری	Kid	میمنا
Horse	گھوڑا	Colt, foal, filly	بچھیرا

11. Insects and Reptiles

Ant	چیونٹی	Bee	شہد کی مکھی
Beetle	بھنڈا / بھنورا	Bug	کھٹمل
Butterfly	تتلی	Centipede	کنکھجورا
Cobra	ناگ	Crab	کیکڑا
Cricket	جھینگر	Dragon	اژدہا
Earthworm	کیچوا	Flea	پسو
Fly	مکھی	Frog	مینڈک
Glow-worm	جگنو	Shark	شارک
Swan	ہنس	Seal	دریائی بچھڑا
Gill	گلپھڑے	Antenna	حواس۔ آگے کا بال
Sting	ڈنگ مارنا	Roundworm	خراطین۔ کیچوا
Lady - bird	سیاہ چتی والا بادامی بھنورا	Lizard	چھپکلی
Locust	ٹڈی	Louse	جوں
Leach	جونک	Mole	چھچھوندر
Mosquito	مچھر	Moth	پروانہ، پتنگا
Scorpion	بچھو	Serpent	سانپ
Shell	سیپی	Silkworm	ریشم کا کیڑا
Snail	گھونگا	Snake	سانپ
Spider	مکڑا	Tadpole	مینڈک کا بچہ
Toad	بڑا مینڈک	Tortoise	کچھوا
Termite	دیمک	Wasp	بھڑ
Weasal	نیولا	Fish	مچھلی

12. Instruments and Tools

Adze	تیشہ	Anchor	لنگر
Armour	زرہ بکتر	Arrow	تیر
Auger	برما	Axe	کلہاڑی
Angle	مچھلی پکڑنے کا کانٹا	Anvil	اہرن، جس پر دھات کو رکھ کر ڈھلائی کیلئے کوٹتے اور ڈھالتے ہیں
Bellows	دھونکنی	Blade	تلوار کا پھل
Blower	پھونکنی	Bomb	بم
Bottle	بوتل	Bullet	گولی

Cannon	توپ	Carver	تراشنے کا چاقو، جمع میں چھری کانٹا
Catapult	غلیل	Chisel	چھینی
Compass	پرکار، کپاس	Dagger	خنجر
Flask	صراحی	Forge	لوہار کی بھٹی
Fork	کھانے کا کانٹا	Gun	بندوق
Hammer	ہتھوڑا	Hatchet	کلہاڑا
Hilt	چاقو کا دستہ	Hole	ترنگڑی پھاوڑا
Iron	استری	Knife	چاقو
Lance	برچھی	Loom	کھڈی
Mill- stone	چکی	Mortar	کھرل، اوکھلی
Needle	سوئی	Oil press	کولہو
Pestle	موصل بٹہ	Pile	تالی
Plank	لکڑی کا تختہ	Power loom	برقی کھڈی
Prong	نوکدار آلہ کانٹا	Quiver	ترکش
Razor	استرا	Rope	رسی
Saddle	کاٹھی	Saw	آرا
Scabbard	نیام	Scissors	قینچی
Screw- driver	پیچ کس	Scythe	کھرپا
Shell	توپ کا گولہ	Shield	ڈھال
Shot	گولی	Shovel	بیلچہ
Sickle	درانتی	Smithy	لوہار خانہ
Spade	بیلچہ	Spear	نیزہ
Spindle	تکلہ	Spinning wheel	چرخہ
Spoon	چمچہ	String	رسی
Tongs	چمٹا	Tube	نلی
Tweezers	موچنا	Warp	تانا
Whetstone	سان	Woop	بانا

13. Flowers

Althaea Rosea	گل خیرہ	Balsam	گل مہندی
Coxcomb	مرغ کلغہ	Chrysanthemum	گل داؤدی
Cowslip	گاؤزبان	Daisy	ڈیزی

Dahlia	ڈہلیا	Daffodils	نرگس آبی
Jasmine	چنبیلی	Lotus	کنول
Lily	کنول	Lady of the night	رات کی رانی
Myrtle	مہندی کا پودا	Marigold	گیندا
Narcissus	نرگس	Pansy	سوسن
Poppy	پوست	Rose	گلاب
Snapdragon	تھیلانی شکل کا پھول	Sun flower	سورج مکھی
Touch me not	لاجونتی	Vinca	رتن جوت

14. Drinks and Eatables

Beetle- leaf	پان کا پتہ	Banquet	ضیافت
Biscuits	بسکٹ	Beef	گائے کا گوشت
Bread	ڈبل روٹی	Butter	مکھن
Cheese	پنیر	Curd	دہی
Coffee	قہوہ	Cream	بالائی
Delicious	مزیدار	Flesh	کچا گوشت
Fresh	تازہ	Forage	چارہ دانہ
Fodder	چارہ، بھوسہ	Grocery	پنساری کی چیزیں
Honey	شہد	Hay	خشک گھاس
Jam	مربہ	Juice	پھلوں کا رس
Lump	ڈلی	Meat	کھانے کا گوشت
Mutton	بکرے کا گوشت	Minced meat	قیمہ
Mlik	دودھ	Pork	سور کا گوشت
Pickle	اچار	Pudding	پڈنگ
Pulse	دال	Rusk	رس
Sago	ساگودانہ	Sauce	چٹنی
Soup	شوربہ	Squash	پھلوں کا شربت
Stale	باسی	Sugar	چینی
Syrup	شربت	Toast	توس
Venison	ہرن کا گوشت	Sour	ترش
Sweet	میٹھا	Vinegar	سرکہ
Whey	لسی		

15. Wars and Battles

Artillery	توپ خانہ	Gunpowder	بارود
Armoury	اسلحہ خانہ	Helmet	خود
Arrow	تیر	Infantry	پیادہ فوج
Battle-field	میدان جنگ	Magazine	بارود خانہ
Bayonet	سنگین	Moat	کھائی
Battle-ship	جنگی جہاز	Mutiny	غدر
Boat	کشتی	Missile	میزائل
Bomb	بم	Nuclear	ایٹمی
Bombardment	بمباری	Ordnance	اسلحہ کا کارخانہ
Civil war	خانہ جنگی	Rebel	باغی
Campaign	مہم	Reinforcement	کمک
Cavalry	گھڑ سوار فوج۔ رسالہ	Strategy	فنون جنگ
Cannon-ball	توپ کا گولہ	Submarine	آب دوز کشتی
Cannon	توپ	Steamship	دخانی جہاز
Ditch	خندق	Spear	نیزہ
Dagger	خنجر	Treaty	صلح نامہ
Garrison	دستہ	Truce	عارضی صلح

16. Household Articles, Dresses, etc

Bodice	عورتوں کی چولی	Petticoat	پیٹی کوٹ
Cradle	پنگوڑا	Quilt	رضائی
Curtain	پردہ	Skirt	لہنگا
Carpet	قالین	Socks	موزے
Cosmetics	سنگار کا سامان	Scarf	دوپٹہ، رومال
Couch	کوچ	Sleeve	آستین
Cupboard	الماری	Silk	ریشم
Knickers	نکر	Towel	تولیہ
Garters	گیٹس	Tap	نلکا
Lace	لے	Uniform	وردی
Muffler	گلوبند	Velvet	مخمل
Oil cloth	موم جامہ		

17. Occupations and Professions

Author	مصنف	Minister	وزیر
Artisan	اہل حرفہ	Musician	مطرب گویا موسیقار
Acrobat	بازی گر	Mason	معمار، مستری
Architect	معمار	Mathematician	ریاضی دان
Artist	آرٹسٹ	Publisher	ناشر
Auditor	محاسب	Pedlar	پھیری والا
Astronomer	سیارگان	Palmist	جوتشی
Astrologer	نجومی	Physicist	ماہر طبیعیات
Biologist	ماہر حیاتیات	Physician	فزیشن، حکیم
Banker	ساہوکار	Painter	مصور
Boatman	ملاح	Poet	شاعر
Blacksmith	لوہار	Photographer	فوٹوگرافر
Barber	حجام	Professor	پروفیسر
Butcher	قصائی	Philosopher	فلاسفر
Cashier	خزانچی	Poet	شاعر
Cobbler	موچی	Quack	نیم حکیم
Client	موکل	Scientist	سائنس دان
Confectioner	حلوائی	Surgeon	جراح، سرجن
Carpenter	بڑھئی	Solicitor	وکیل
Calligrapher	خوش نویس	Sailor	ملاح
Doctor	ڈاکٹر	Soldier	سپاہی
Druggist	دوا فروش	Songster	گویا
Fisherman	ماہی گیر	Sculptor	سنگ تراش
Farmer	دہقان	Specialist	ماہر
Green- grocer	سبزی فروش	Statesman	سیاست دان
Goldsmith	سنار	Saint	ولی
Hawker	خوانچے والا	Scholar	ادیب
Hunter	شکاری	Scribe	کاتب
Jeweller	جوہری	Stamp vender	اسٹامپ فروش
Juggler	مداری	Tenant	مزارع

Landlord	مالک مکان	Tailor	درزی
Lawyer	قانون دان	Trader	تاجر
Massieur	مالشی	Teacher	استاد
Minstrel	قوال	Writer	ادیب

18. Spices, Corns and Oils

Aniseed	سونف	Kerosen oil	مٹی کا تیل
Antimony	سرمہ	Linseed	السی
Barley	جو	Mustard	رائی/سرسوں
Saffron	زعفران	Maize	مکئی
Cardamom	الائچی	Millet	جوار/باجرہ
Coriander	دھنیا	Musk	مشک کافور
Clove	لونگ	Opium	افیون
Castor oil	ارنڈ کا تیل	Olive oil	زیتون کا تیل
Chilli	سرخ مرچ	Pepper	کالی مرچ
Fenugreek	میتھی	Pulse	دال
Clove oil	لونگ کا تیل	Rye	رائی
Cod- liver oil	مچھلی کا تیل	Scented oil	خوشبودار تیل
Camphor	کافور	Sandal oil	صندل کا تیل
Cocoa- nut oil	ناریل کا تیل	Snuff	نسوار
Dry ginger	سونٹھ	Sulphur	گندھک
Flour	آٹا	Turpentine oil	تارپین کا تیل
Gram	چنا	Wax	موم
Indigo	نیل	Wheat	گندم

19. Parts of the Body

Arm	بازو	Cheek	رخسار
Abdomen	پیٹ	Crop	پوٹہ
Ankle	ٹخنہ	Digestion	ہاضمہ
Armpit	بغل	Ear	کان
Back	پشت	Ear - wax	کان کی میل
Back bone	ریڑھ کی ہڈی	Elbow	کہنی
Blood	خون	Eye	آنکھ

Beard	داڑھی	Eye brow	ابرو
Bowels	آنتیں	Eye lid	پپوٹے
Blood circulation	دوران خون	Eye lashes	پلکیں
Brain	دماغ	Eye socket	آنکھ کا خول
Breasts	پستان	Forehead	ماتھا
Belly	پیٹ	Finger	انگلیاں
Bone	ہڈی	Foot	پاؤں
Calf	پنڈلی	Forearm	بازو کا اگلا حصہ
Chest	چھاتی	Glands	غدودیں
Chin	ٹھوڑی	Gum	مسوڑھے
Gall- bladder	پتہ	Organs of body	جسم کے اعضا
Head	سر	Palm	ہتھیلی
Heart	دل	Pupil	آنکھ کی پتلی
Hip	کولہا	Palate	تالو
Hair	بال	Respiration	سانس لینے کا عمل
Intestine	انتڑیاں	Ribs	پسلیاں
Index finger	شہادت کی انگلی	Stomach	معدہ
Jaw	جبڑا	Shoulder	کندھا
Joint	جوڑ	Skin	جلد
Knee	گھٹنا	Sole	تلوا
Kidneys	گردے	Spleen	تلی
Lungs	پھیپھڑے	Saliva	لعاب
Limb	عضو	Stool	پاخانہ
Liver	جگر	Skull	کھوپڑی
Pancreas	لبلبہ	Skeleton	ڈھانچہ
Lip	ہونٹ	Soul	روح
Leg	ٹانگ	Shin bone	پنڈلی کی ہڈی
Muscles	پٹھے	Toes	پاؤں کی انگلیاں
Mole	تل	Thumb	انگوٹھا
Moustaches	مونچھیں	Tooth	دانت
Neck	گردن	Thigh	ران

Nape	گردن کا منکا	Throat	گلا
Navel	ناف	Temples	کنپٹیاں
Nostril	نتھنے	Urine	پیشاب
Nerves	اعصاب	Veins	رگیں
Nose	ناک	Waist	کمر
Nails	ناخن	Wrist	کلائی

20. Diseases

Abscess	پھوڑا	Blister	آبلہ، چھالہ
Anaemia	کمی خون	Catarrh	نزلہ
Asthma	دمہ	Gout	گنٹھیا
Bald	گنجا	Gripes	درد قولنج
Baldness	گنجاپن	Itching	کھجلی
Belch	ڈکار	Inflammation	ورم
Bronchitis	نزلہ، زکام	Insomnia	بے خوابی
Boil	پھوڑا	Jaundice	یرقان
Cough	کھانسی	Freckles	چھائیاں
Cholera	ہیضہ	Gastric	پیٹ یا معدہ کا بادی
Constipation	قبض	Goitre	گلھڑ
Dysentry	پیچش	Lumbago	درد کمر
Fever	بخار	Laxative	جلاب آور
Gout	گنٹھیا	Lame	لنگڑا
Gripes	مروڑ	Leprosy	کوڑھ، جذام
Gonorrhoea	سوزاک	Lock- jaw	لقوہ
Hiccup	ہچکی	Mumps	کن پیڑے
Headache	درد سر	Malaria	ملیریا بخار
Itching	کھجلی	Measles	خسرہ
Inflammation	ورم	Motions	دست
Insomnia	بے خوابی	Plethora	جوش خون
Jaundice	یرقان	Pain	درد
Colic pain	قولنج، درد شکم	Pus	پیپ
Cataract	موتیا بند	Pleurisy	پھیپھڑے کی سوزش

Cold	زکام	Plague	پلیگ یا طاعون
Purgative	جلاب	Paralysis	فالج
Piles	بواسیر	Prescription	نسخہ
Palpitation	دل کی دھڑکن	Polio	بچوں کا فالج
Rheumatism	جوڑوں کا درد	Pimple	پھنسی
Sciatica	عرق النساء، پٹھے یا کولہے کا درد	Small pox	چیچک
Sore- throat	گلے پڑنا	Sprain	موچ
Syphilis	آتشک	Sun stroke	لو لگنا
Tuberculosis	تپ دق	Typhoid	تپ محرقہ
Trachoma	ککرے	Tonsils	گلے کی غدودیں
Tooth ache	دانت کا درد	Vomit	قے کرنا
Whooping cough	کالی کھانسی	Indigestion	بدہضمی

21. The Colours

White	سفید	Black	سیاہ
Rosy	گلابی	Red	سرخ
Blue	نیلا	Yellow	پیلا
Purple	اودا	Green	سبز
Orange	نارنجی	Pink	پیازی
Brown	بھورا	Skyblue	آسمانی
Violet	بنفشی رنگ	Tawny	ہلکا گندمی رنگ
Carnation	ہلکا گلابی رنگ	Lilac	ہلکا بنفشی رنگ
Vermillion	شنگرفی رنگ	Indigo	نیلا

22. Buildings , Parts and Related things

Bank	بینک	Stair	زینہ
Office	دفتر	Door	دروازہ
Press	چھاپہ خانہ	Portico	ستونوں پر کھڑا دالان
College	کالج	Room	کمرہ
School	سکول مدرسہ	Platform	چبوترہ
Hospital	شفاخانہ، ہسپتال	Gate	دروازہ
Theatre	تھیٹر	Balcony	چھجا
Temple	مندر	Compound	احاطہ

Post office	ڈاک خانہ	Bed room	خواب گاہ
Shop	دکان	Latrine	بیت الخلاء
Prison	جیل خانہ	Bath room	غسل خانہ
Tower	مینار	Verandah	برآمدہ
Mint	ٹکسال	Niche	طاق
Fort	قلعہ	Spout	پرنالہ
Godown	گودام	Fire- place	چولہا
University	یونیورسٹی	Wall	دیوار
Treasury	خزانہ	Nail	کیل
Garden	باغ	Tile	ٹائل
Museum	عجائب گھر	Brick	اینٹ
Bungalow	بنگلہ	Lime	چونا
Factory	فیکٹری	Timber	لکڑی
Library	کتب خانہ	Latch	بلی
Church	گرجا گھر	Stone	پتھر

23. Everyday Kitchen Vocabulary

Mutton	بھیڑ بکری کا گوشت	Biscuit	بسکٹ
Veal	بچھیا کا گوشت	Sago	ساگودانہ
Beef	گائے کا گوشت	Sauce	چٹنی
Venison	ہرن کا گوشت	Pickle	اچار
Bacon	سئور کا گوشت	Jam	مربہ
Pork	سور کا گوشت	Syrup	شربت
Meat	گوشت	Molasses	گڑ
Bread	روٹی	Sweetmeet	مٹھائی
Pulse	دال	Vinegar	سرکہ
Bit	ٹکڑا	Tea	چائے
Dough	آٹے کا پیڑا	Coffee	قہوہ
Bran	بھوسی	Stewed meat	پکا ہوا گوشت
Flour	آٹا	Gravy	یخنی، شوربہ
Wheat	گندم	Milk	دودھ
Kernel	گودہ	Cream	بالائی

Gum	گوند	Onion	پیاز
Marrow	ہڈی کا گودہ	Vegetables	سبزی
Rice	چاول	Soup	شوربہ
Oil	تیل	Meal	خوراک
Kerosene oil	مٹی کا تیل	Sugar	کھانڈ
Bed tea	نہار منہ چائے	Gram	چنا
Breakfast	ناشتہ	Cheese	پنیر
Morsel	لقمہ	Supper	شام کا کھانا
Curd	دہی	Lunch	دوپہر کا کھانا
Butter	مکھن	Garlic	لہسن
Ghee	گھی	Salt	نمک
Cumin	زیرہ	Dinner	عشائیہ، رات کا کھانا
Cardamqm	الائچی	Frying pan	کڑاہی
Poppy seed	خشخاش	Ladle	کفگیر
Aniseed	سونف	Clove	لونگ
Turmeric	ہلدی	Fannel	قیف
Coriander	دھنیا	Jar	مرتبان
Chilli	سرخ مرچ	Scales	ترازو
Black Pepper	سیاہ مرچ	Dry ginger	سونٹھ
Fenugreek	میتھی	Match	ماچس
Iron- pan	توا	Oven	تنور
Dried cow-dung	اوپلے	Grate	انگیٹھی
Fire place	آتش دان	Hearth	چولہا
Blow- pipe	پھکنی	Spice	گرم مصالحہ
Burning coal	انگارا	Spaghetti	چوڑی سیویاں، ولایتی سویاں
Flame	شعلہ	Macroni	آٹے کی سیویاں
Fuel	ایندھن	Ashes	راکھ
Coal	کوئلہ	Tongs	چمٹا
Fry pan	تلنے کا برتن	Pot	ہنڈیا
Spoon	چمچہ	Saucer	طشتری
Cup	پیالہ	Tea pot	چائے دانی

Sugar pot	شکردانی	Knife	چاقو
Fork	کانٹا	Lid	ڈھکنا
Barley	جو	Castor oil	ارنڈ کا تیل
Clove oil	لونگ کا تیل	Cod liver oil	مچھلی کا تیل
Camphor	کافور	Cocoa nut oil	ناریل کا تیل
Gram	چنا	Indigo	نیل
Kerosen oil	مٹی کا تیل	Linseed	السی
Maize	مکئی	Millet	جوار، باجرہ
Musk	مشک	Opium	افیون
Olive oil	زیتون کا تیل	Pepper	کالی مرچ
Pulse	دال	Sandal oil	صندل کا تیل
Scented oil	خوشبودار تیل	Turpentine oil	تارپین کا تیل
Wax	موم	Cob	مکئی کا بھٹا
Porridge	دلیا	Broth	یخنی

24. Where made, played, kept, grown or stored

Badminton	بیڈمنٹن	Court	صحن
Tennis	ٹینس	Court	صحن
Boxing	مکہ بازی	Ring	مکہ بازی کا حلقہ
Cricket	کرکٹ	Pitch	پچ
Football	فٹ بال	Ground	میدان
Hockey	ہاکی	Ground	میدان
Running	دوڑ	Track	دوڑنے کا راستہ
Racing	گھوڑ دوڑ	Course	گھوڑ دوڑ کا میدان
Skating	پہیوں پر دوڑنا	Rink	دوڑنے کا کمرہ یا ہال
Wrestling	کشتی لڑنا	Aerodrome	ہوائی اڈہ
Bees	شہد کی مکھیاں	Apiary	مصنوعی مہال
Birds	پرندے	Cage, aviary	پنجرے
Animals	حیوان	Zoo	چڑیا گھر
Clothes	سلے ہوئے کپڑے	Wardrobe	کپڑوں کی الماری
Fruit trees	پھلدار درخت	Orchard	باغیچہ

Fish	مچھلی	Aquarium	زندہ آبی پودوں یا جانوروں کے مطالعہ یا نمائش کیلئے بنایا مصنوعی شیشہ دار حوض
Gas	ہوا	Cylinders	سلنڈر
Grain	اناج	Granary	گودام
Grapes	انگور	Vineyard	تاکستان، انگور کا باغ
Historical	تاریخی کتبے۔	Museum	عجائب گھر
Motor car	موٹر کار	Garage	گیراج
Plays, films	فلم اور ڈرامے	Theatre	تھیٹر
Provisions etc in the house	گھر کی ضروری چیزیں	Pantry	نعمت خانہ
Weapons	ہتھیار	Arsenal	ہتھیار خانہ
Ammunition	اسلحہ بارود	Magazine	اسلحہ خانہ
Wild animals	وحشی درندے	Menageric	سرکی چڑیا گھر مناجری
Young plants or children	ننھے پودے	Nursery	نرسری
Scientific experiments	سائنسی تجربات	Laboratory	تجربہ گاہ
Reading or study	کتب برائے مطالعہ	Library	کتب خانہ
Place for invalids	بیماروں کیلئے علاج گاہ	Dispensary	ڈسپنسری
Where clothes are cleaned	کپڑے دھونے کی جگہ	Laundry	لانڈری
Where people lunch	جہاں لوگ کھانا کھاتے ہیں	Restaurant	ریسٹورنٹ
Where dead are buried	جہاں مردے دفن ہوتے ہیں	Cemetry	قبرستان
Washing place	نہانے کی جگہ	Lavatory	غسل خانہ

25. Homes

Arab	عرب	Dowar	خیمہ
Convict	مجرم	Prison	جیل خانہ
Eskimo	اسکیمو	Igloo	برفانی جھونپڑی
Gipsy	خانہ بدوش	Caravan	کاروان، قافلہ
King	بادشاہ	Palace	محل
Knight	شہزادہ	Mansion	بڑی عمارت، کوٹھی
Lumberman	چوب تراش	Log-cabin	لٹھوں کا کمرہ
Lunatic	پاگل	Asylum	پاگل خانہ

Man	آدمی	House	مکان
Maori	نیوزی لینڈ کی براؤنی نسل کا آدمی	Whare	گھر
Monk	راہب	Monastery	خانقاہ، آشرم
Noble	رئیس	Castle	قلعہ
Nun	راہبہ	Convent	خانقاہ
Parson	پادری	Parsonage	پادری کا سرکاری گھر
Peasant	کسان	Cottage	کٹیا
Prisoner	قیدی	Cell	کوٹھڑی
Red Indian	ریڈ انڈین	Wigwam	جھونپڑی
Savage	وحشی	Adobe, hut	جھونپڑی
Soldier	سپاہی	Barracks	بیرک
Bee	شہد کی مکھی	Hive	مکھیوں کا گھر
Bird	پرندہ	Nest	آشیانہ
Cow	گائے	Byre	باڑہ
Dog	کتا	Kennel	خانۂ سگ
Eagle	عقاب	Eyrie	بلند پہاڑی کا مقام
Fowl	پرندے، مرغی وغیرہ	Coop	ڈربہ، ٹاپہ
Fox	لومڑی	Earth	زمین
Hare	خرگوش	Forno	سرنگ
Horse	گھوڑا	Stable	اصطبل
Lion	شیر	Den	کچھار
Mouse	چوہا	Hole	سوراخ
Otter	اودبلاؤ	Holt	جھاڑی دار ٹیلہ
Owl	آلو	Barn or tree	ویرانہ یا درخت
Pig	سور	Sty	سور خانہ
Pigeon	کبوتر	Dove- cote	گھونسلا
Rabbit	خرگوش	Hutch	سرنگ، کھوہ
Sheep	بھیڑ	Pen or fold	باڑہ
Spider	مکڑی	Web	جالا
Squirrel	گلہری	Drey	گلہری کا گھونسلا
Tiger	شیر	Lair	غار

Destitute	محتاج لوگ	Hospice	محتاج خانہ

26. Relatives

Mother	ماں	Step - mother	سوتیلی ماں
Father	باپ	Step - father	سوتیلا باپ
Brother	بھائی	Step - brother	سوتیلا بھائی
Younger - brother	چھوٹا بھائی	Elder brother	بڑا بھائی
Sister	بہن	Step - sister	سوتیلی بہن
Husband	خاوند	Wife	بیوی
Foster - brother	برادر رضاعی	Foster - sister	رضاعی بہن
Son	بیٹا	Daughter	بیٹی
Uncle	چچا، ماموں، خالو، پھوپھا	Niece	بھتیجی، بھانجی
Grand father	دادا، نانا	Grand - mother	دادی، نانی
Grand son	نواسا، پوتا	Grand - daughter	نواسی، پوتی
Brother-in-law	بہنوئی، سالا، دیور، جیٹھ، نندوئی	Father- in law	سسر
Cousin	چچا یا ماموں زاد بہن بھائی	Son's mother-in - law	سمدھن
Mother - in - law	ساس	Daughter- in - law	بہو
Son's father - in - law	سمدھی	Daughter's father- in - law	سمدھی

27. Places

Things	Meanings	Where made or played	Kept, grown or store
Beer	جو کی شراب	Brewery	شراب کا کارخانہ
Bread	روٹی	Bakery	تندور خانہ
Films	فلم	Studio	نگار خانہ
Flour	آٹا	Mill	کارخانہ
Paper	کاغذ	Mill	کارخانہ
Goods of all kind	ہر قسم کا مال	Factory	فیکٹری
Iron goods	لوہے کا سامان	Smithy	لوہار خانہ
Leather	چمڑا	Tannery	چمڑے کا کارخانہ
Money, coin	سکہ	Mint	ٹکسال
Ship	بحری جہاز	Dockyard	گودی

28. Fastenings (جوڑنے اور باندھنے کی اشیاء)

Bar and hasp	فیتہ ڈوری	Mortar	چونا گارا
Bolt	کنڈی	Nail	کیل
Braces	لکڑی کی تختیاں	Padlock	قفل، تالا
Button	بٹن	Putty	پوٹین، شیشہ جمانے کا مسالہ
Belt	پیٹی	Pin	پن
Cable	جہاز کا موٹا رسہ	Peg	کھونٹی
Cement	سیمنٹ	Rivet	ریوٹ، دوہرے سرے کی کیل
Chain	زنجیر	Rope	رسی
Clip	کلپ	Solder	دھاتی ٹانکا
Cord	ڈوری	Staple	دیواری کنڈا
Fishplate	پٹڑی جوڑ	Strap and Buckle	تسمہ بکسوا
Glue	سریش	String	ڈوری
Gum	گوند	Suspenders	جرابوں کے فیتے
Handcuffs	ہتھکڑی	Tack	کوکا، میخ
Hawsers	جہاز باندھنے کی رسی	Thread	دھاگا
Harness	زین	Twine	بٹی ہوئی ڈوری، سُتلی
Hinge	کواڑ کا قبضہ	Zip	زپ
Hook and Eye	گھنڈی تکمہ	Lace	فیتہ
Latch	ارلی، اندر کا قفل	Lock	قفل

29. Diminutives (تصغیری نام)

Book	کتاب	**Booklet**	Ball	گولا	**Bullet**
Brook	ندی	**Brooklet**	Baron	رئیس	**Baronet**
Eagle	شاہین	**Eaglet**	Crown	تاج	**Coronet**
Home	گھر	**Hamlet**	Circle	دائرہ	**Circlet**
Leaf	پتہ، ورق	**Leaflet**	Face	چہرہ	**Facet**
Ring	انگوٹھی	**Ringlet**	Flower	پھول	**Floweret**
River	دریا	**Rivulet**	Isle	جزیرہ	**Islet**
Stream	ندی	**Streamlet**	Lance	نیزہ	**Lancet**
Dear	پیارا	**Darling**	Lock	تالا، قفل	**Locket**
Seed	بیج	**Seedling**	Pack	گٹھڑ	**Packet**

Weak	کمزور	**Weakling**	Table	میز	**Tablet**
Young	چھوٹا	**Youngling**	Tower	مینار یا قلعہ	**Turret**
Bull	بیل	**Bullock**	Animal	جانور	**Animacul**
Hill	پہاڑی	**Hillock**	Bird	پرندہ	**Birdie**
Hump	کوہان	**Hummock**	Dame	خاتون	**Damsel**
Park	میدان، تفریح گاہ	**Paddock**	Globe	کوئی ستارہ سیارہ یا سورج	**Globule**
Lamb	لیلا	**Lambkin**	Ice	برف	**Icicle**
Man	آدمی	**Manikin**	Lass	چھوکری	**Lassie**
Pipe	پائپ	**Pipkin**	Maid	خادمہ	**Maiden**
Peter	جیل کی کوٹھری	**Peterkin**	Mouth	منہ	**Muzzle**
Part	حصہ	**Particle**	Pill	گولی	**Pilule**
Puss	بلی	**Pussy**	Star	ستارہ	**Asterisk**
Top	چوٹی	**Tip**			

30. Fields and Trees

Bush	جھاڑی	Cyprus	سرو
Plant	پودا	Banyan	بڑکا درخت
Tree	درخت	Bamboo	بانس
Bark	چھال	Thorn	کانٹا
Shoot	کونپل	Acacia	کیکر
Teak	ساگوان	Pine	صنوبر
Creeper	بیل	Flax	سن
Fibre	ریشہ	Sandal	صندل
Bough	ٹہنی	Poplar	چنار سفیدا
Branch	شاخ	Aloes	گھیکوار
Flower	پھول	Wood	لکڑی
Root	جڑ	Abony	آبنوس
Oak	شاہ بلوط	Sisso	شیشم
Field	کھیت	Linseed	السی
Barley	جو	Grass	گھاس

31. Clothes, Dresses, Ornaments

Apron	پیش بند	Cloth	کپڑا
Bodice	عورتوں کی چولی	Calico	لٹھا
Breeches	برجس، اونچا پاجامہ	Flannel	فلالین
Collar	کالر، گلوبند	Linen	باریک کپڑا
Coat	کوٹ	Muslin	ململ
Cap	ٹوپی	Tapestry	منقش پردوں کا کپڑا
Gloves	دستانے	Satin	ساٹن
Jacket	جاکٹ	Silk	ریشم
Knickers	نیکر	Button	بٹن
Lace	تسمے	Button hole	کاج
Muffler	مفلر، گلوبند	Cushion	گدی
Neck- tie	نکٹائی	Fold	تہہ
Over-coat	اوورکوٹ	Needle	سوئی
Petticoat	زیر جامہ	Necklace	ہار
Skirt	لہنگا	Patch	پیوند
Scarf	دوپٹہ، رومال	Ribbon	فیتہ
Pullover	کوٹی	Sleeve	آستین
Shawl	شال	Sweater	سویٹر
Trousers	پاجامہ	Thread	دھاگہ
Turban	پگڑی	Thimble	انگشتانہ
Velvet	مخمل	Corduroy	لائن دار موٹا کپڑا
Veil	برقعہ	Weeds	ماتمی لباس
Pillow case	غلاف	Embroidery	کڑھائی
Towel	تولیہ	Embroidered cloth	چکن
Napkin	رومال	Quilt	رضائی
Gown	قبا	Anklet	پازیب
Ear ring	بالی	Bracelets	کڑے
Necklace	مالا	Bangles	کنگن، چوڑی
Garland	ہار	Ring	انگوٹھی

32. Expressions about Watches and Clocks

1. The hands of the clock	کلاک گھڑی کی سوئیاں
2. The minute hand	منٹوں والی سوئی
3. Wrist watch	کلائی کی گھڑی
4. To wind (the watch)	چابی دینا
5. Alarm time- piece	الارم ٹائم پیس
6. Watch has run down	چابی ختم ہو جانے سے گھڑی کا رک جانا
7. Reliable, durable	قابل اعتبار، دیرپا
8. Watch is going; ticking	گھڑی کا چلنا، ٹک ٹک کرنا
9. To keep good time	ٹھیک وقت دینا
10. (Watch) gains time	گھڑی کا تیز چلنا
11. (Watch) loses time	گھڑی کا پیچھے رہنا
12. Fast by ten minutes	گھڑی کا دس منٹ آگے ہونا
13. Slow by ten minutes	دس منٹ پیچھے ہونا
14. To set (your watch)	اپنی گھڑی ٹھیک کرنا
15. To read (the watch)	وقت دیکھنا
16. To consult (the watch)	گھڑی دیکھنا
17. To set the alarm (at four)	چار بجے کا الارم لگانا
18. To get repaired	مرمت کرانا
19. Needs cleaning; oiling	صفائی اور تیل مانگنا
20. Strikes ten	کلاک دس بجا رہا ہے

33. Movements (حرکات)

A person	Walks, Strolls, Paces, Plods, Marches, Staggers, Strides, Hobble	چلنا، ٹہلنا، قدم رکھنا، بدقت چلنا، قدم اٹھانا، لڑکھڑانا، لمبے قدم اٹھانا، لنگڑا کر چلنا
Bird	Flies	اڑنا
Cock	Struts	اکڑ کر یا ناز سے چلنا
Crow	Flaps	پھڑپھڑانا
Duck	Waddles	جھومتے جھامتے چلنا
Eagle	Swoops	جھپٹنا
Lark	Soars	اونچا اڑنا

Owl	Flits	تیزی سے گزر جانا
Sparrow	Flits	تیزی سے گزر جانا
Bear	Lumbers	گھڑگھڑاہٹ کے ساتھ چلنا، بھدے پن سے چلنا
Bull, Dog	Runs	دوڑنا
Cat	Steals	چپکے سے آنا
Cow	Wanders	پھرنا (ادھر ادھر)
Dear, Hound	Bounds	اچھلنا، چھلانگیں لگانا
Donkey, Pig	Trots	دلکی درمیانی چال چلنا
Elephant	Ambles	دو قدمی چال، مزے مزے سے چلنا
Horse	Gallops	سرپٹ دوڑنا
Lamb	Frisks	کودتے پھاندتے پھرنا
Lion	Prowls	دبے پاؤں پھرنا
Monkey	Climbs	پھدکنا، اوپر جانا یا چڑھنا، ہاتھوں کے بل
Mouse	Scrampers	پھدکنا
Rabbit	Leaps	چھلانگیں لگانا
Wolf	Lopes	لمبے لمبے ڈگ بھرنا

34. Sounds (Made by Objects)

1. The beat of a drum.	ڈھول کی ڈم ڈم
2. The blast of an explosion.	پھٹنے کا دھماکہ
3. The blare of a trumpet	بگل کی صدا
4. The booming of a gun	بندوق کی گھن گرج
5. The buzz of a telephone	ٹیلی فون کی ٹن ٹن
6. The buzz of a saw	آرے کی چر چر
7. The call of a bugle	بگل کی پکار
8. The clank of a chain	زنجیر کی چھن چھن
9. The chug- purr or throb of an engine	انجن کی چک چک
10. The clang of an anvil	اہرن کی ٹھن ٹھن
11. The clang or tinkle of a bell.	گھنٹی کی چھن چھن
12. The clanking of a chain	زنجیر کی چھن چھن
13. The clatter of hoofs	سموں کی کھٹ کھٹ
14. The clink of coin.	سکوں کی جھنکار

The clank of swords	تلواروں کی جھنکار
. The creaking of a door or hinge	دروازے اور قبضوں کی چرچراہٹ
'. The crack of a whip	کوڑوں کی سڑسڑ
8. The crinkle of paper	کاغذ کی سرسر
.9. The clang of arms	ہتھیاروں کی کھنکھناہٹ
20. The grinding or screeching of brakes.	بریکوں کی چرچراہٹ

35. Foreign words and Phrases

L= Latin; Fr. = French

Ab initio (L)	..... from the beginning	از سر نو
Ad hoc (L)	..... for this object	اسی مقصد کیلئے
Ad infinitim (L)	.....to infinity.	تا ابد
Ad nauseum (L)	.....to disgust	نفرت انگیز
Affaire d' amour (Fr.)	.....a love affair	رومانی واقعہ
Bon jour (Fr.)	.....good morning	سلام صبح
Coup d'etat (Fr.)	.....a first attempt	کوشش اول
Coup de grace (Fr.)	.....A finishing stroke	ضرب آخر
Coup de main (Fr.)	.....A sudden attack	شبخون
En rapport (Fr.)	.....in agreement	متفق
En route (Fr.)	.....on the way	براستہ راہ میں
Exempli gratia (L.)	.....for example	مثلاً
Fait accompli (Fr.)	.....an accomplished fact	تکمیل شدہ حقیقت
In re (L.)	.....in a nut-shell	مختصراً
In re (L.)	.....in the matter of	اس معاملہ میں
Inter se (L.)	.....among themselves	باہمی
Alias (L.)	.....otherwise	علاوہ ازیں
Alibi (L.)	elsewhere	کہیں اور
Prima facie (L.)	.....at first glance	بادی النظر میں
Inter alia (L.)	.....among other things	مزید برآں
In tempore (L.)	..... in the meantime	اسی اثناء میں
De luxe (Fr.)	.....book or edition finely printed	عمدہ طرز سے چھپائی
Per capita. (L.)	.....per head	فی کس

Persona grata (L.)	.....person held in high respect	صاحب عزت
Pro bone publico (L.)	.....for public good	رفاہ عامہ
Sine qua non (L.)	.....something essential	لازم
Affidavit (L.)	.....a written statement given on oath	حلفی بیان
Ibid (em) (L.)	.....in the same book or chapter	اس کتاب یا باب یا عبارت
In toto (L.)	.....completely	مکمل طور پر
Nota bene (L.)	.....(N.B) take note	نوٹ
Nom de plume (Fr.)	.....poet's sub name	تخلص
Par excellence (Fr.)	.....by virtue of excellence	عالیشان
Post meridian (L.)	.....(p.m) after midday	بعد دوپہر
Post mortem (L.)	.....medical examination after death	پوسٹ مارٹم
Sang froid (Fr.)	.....coolness in danger	خطرے میں پر سکون
Sine die (L.)	.....without date	بلا تاریخ
Sub judice (L.)	.....under judicial consideration	
Tete- a, tete (Fr.)	.....confidential talk	رازدارانہ گفتگو
Ultimo (L.)	.....of last month	پچھلے ماہ کے متعلق
Preximo (L.)	.....of next month	اگلے ماہ کے متعلق
Instant (L.)	.....of this month	اس ماہ کے متعلق
Viva voce (L.)	.....orally	زبانی ، مکالمہ
Vice versa (L.)	.....on the other hand	برعکس
Volte face (Fr.)	.....somersault	قلابازی
Alma mater (L.)	.....one's university or college	مادر علمی مدرسہ
Ante meridian (L.)	.....(a.m) between midnight and none	قبل از نصف النہار
Billet doux (Fr.)	.....love letter	محبت نامہ ، مزاحیہ
Bona fides (L.)	.....(legal) sincerity	خلوص نیت
Bourgeoisie (Fr.)	.....the middle class	درمیانی طبقے

Boulevard (Fr.)	....a broad street with rows of trees	سایہ دار سڑک
Cul- de- sac (Fr.)	...blind alley	بند گلی
De facto (Fr.)	.....in fact	در حقیقت
De jure (Fr.)	...by right	بطور استحقاق

Test No. 1

Vocabulary Chart

Based on 1-5

حضرت لقمان، قربان گاہ، ملحد، روز حساب، تہوار، قادر مطلق، حضرت نوح، انتہا پسند، قدامت پسند، آمریت مطلق، شخصی راج، اصل زر، چالو حساب، سود، دیوالیہ، قرض خواہ، رشوت، مدعا علیہ، چالان کرنا، سازش، بارہ سنگھا، گائے کا بچھڑا، بلی کے بچے

Based on 6-10

ناگ، مینڈک کا بچہ، سانپ، مچھر، دیمک، خوبانی، کھیرا، انجیر، امرود، پیاز، مٹر، کوئل، فاختہ، مور، ہلدی، شلجم، ہاتھی چنگھاڑتے ہیں، مرغ اذان دیتا ہے، مکھیاں بھنبھناتی ہیں، شیر دھاڑتے ہیں، کوے کائیں کائیں کرتے ہیں، بلونگڑا، عقاب کا بچہ، شیر کا بچہ، سور کا بچہ، لیلا

Based on 11-15

جونک، چھپکلی، شہد کی مکھی، بچھو، پچھوا، مینڈک، مچھر، مچھلی پکڑنے کا کانٹا، لوہار کی بھٹی، نیزہ، آرا، استرا، کھرل، دری، گل مہندی، کنول، لاجونتی، پوست، چٹنی، چارہ، شوربہ، کمک، توپ، خنجر، توپ خانہ، فنون جنگ

Based on 16-20

تولیہ، مخمل، تسمے، پنگوڑا، سنگ تراش، خوانچے والا، لوہار، نجومی، قانون ساز، مزارع، افیون، مچھلی کا تیل، نیل، جوار، آستینیں، کنگھی، مسوڑے، ہاضمہ، پنجے، ران، پسلیاں، تالو، نزلہ، یرقان، پھوڑا، بواسیر، پھنسی، کن پیڑے، جلاب

Based on 21-25

بنفشی رنگ، شنگرفی، طاق، گودام، مندر، سرکہ، بھوسی، سور کا گوشت، سونف، توا، جھاڑو، لونگ کا تیل، مکہ بازی کا حلقہ، انگور کا باغ، ہوائی اڈہ، قبرستان، صحت افزا مقام، سفری، چڑیا گھر، خانقاہ، راہب، برفانی جھونپڑی، باڑہ، خانہ سنگ، غار

Based on 26-30

نواسہ، بھتیجا، بستر، لوہار خانہ، چمڑے کا کارخانہ، زنجیر، کوکا، پیچ، تسمہ، بکسوا، کھونٹی، چونا گارا، اینٹیں، بیل، کونپل، السی، کیکر، بڑ کا درخت

Based on 31-34

باریک کپڑا، تسمے، موزے، سوئی، ململ، آستین، کڑھائی، چوڑیاں، کلاک کی سوئیاں، گھڑی کا چلنا، چابی دینا، الارم لگانا، گھڑی کا تیز چلنا، مرمت کرنا، لمبے قدم اٹھانا، عقاب کا جھپٹنا، الو کا تیزی سے گزرنا، بھیڑیے کا لمبے لمبے ڈگ بھرنا، بگل کی پکار، گھنٹی کی چھن چھن، بریکوں کی چرچراہٹ، بچے کا دھماکہ، سکوں کی جھنکار

Foreign Phrases

Explain the meaning of the following:

Ad hoc, Bon jour, Coup, Exempli gratia, Coup a' e tat, Prima facie, Per capita, Pro bono publico, Sine qua non, Nota bene, Sine die , Sub judice , Viva voca, De facto , De juro, Bourgeoisie.

Part-III

Translation from Urdu into English (Based on Tenses)

The Use of Tenses

Lesson No.1

Present simple (فعل حال سادہ)

MODEL SENTENCES

1.	I go out for a walk every morning.	میں ہر روز صبح سیر کو جاتا ہوں۔	1
2.	You go to bed late.	تم دیر سے سوتے ہو۔	2
3.	We pray to one God.	ہم ایک خدا کی عبادت کرتے ہیں۔	3
4.	He thanks me.	وہ میرا شکریہ ادا کرتا ہے۔	4
5.	We waste our time.	ہم اپنا وقت ضائع کرتے ہیں۔	5
6.	Does he work very hard?	کیا وہ سخت محنت کرتا ہے؟	6
7.	Do you ring the bell?	کیا تم گھنٹی بجاتے ہو؟	7
8.	They do not respect their parents.	وہ اپنے والدین کی عزت نہیں کرتے ہیں۔	8
9.	Why do you weep?	تم کیوں روتے ہو؟	9
10.	Where does this road lead to?	یہ سڑک کہاں جاتی ہے؟	10

یاد رکھنے کی باتیں:

۱۔ اردو میں اس فعل کے آخر میں "تا ہے" یا "تے ہیں" یا "تی ہے" یا "تا ہوں" یا "تے ہو" آتا ہے۔

۲۔ ترجمہ کرتے وقت یہ ترتیب ذہن میں رکھیں۔ **Subject + verb + Object**

مثلاً ہم سکول جاتے ہیں۔ **We go to school.**

۳۔ تمام فاعلوں کے ساتھ فعل کی پہلی فارم استعمال کریں۔

۴۔ اگر کسی فقرے میں **He** یا **She** یا کوئی واحد اسم بطور فاعل آئے تو فعل کی پہلی فارم کے ساتھ **"s"** یا **"es"** کا اضافہ کریں۔

۵۔ واحد اسموں کے ساتھ منفی بناتے وقت **"Does not"** لگائیں۔

۶۔ جمع اسموں کے ساتھ منفی بناتے وقت **"Do not"** لگائیں۔

۷۔ سوالیہ فقرہ بناتے وقت واحد فاعل سے پہلے **"Does"** لگائیں اور **"s"** یا **"es"** کاٹ دیں۔ جمع فاعل کے ساتھ **"Do"** لگائیں۔

واحد الفاظ کی مثال:

مندرجہ ذیل الفاظ واحد ہوتے ہیں۔

1. He, She, It.

چیزوں کے نام جو واحد ہوں۔ مثلاً **2. The sun, The earth**

3. Each (ہر ایک), Every, Either (دو میں سے ایک)

Neither (دو میں سے کوئی بھی نہیں)، None (دو سے زیادہ میں سے کوئی بھی نہیں)

۴۔ **Your, Our, My** کے ساتھ اگر واحد اسم لگا ہو مثلاً **Your brother , My purse,**

Your brother **does not** study. My book **does not** have a picture.

ان تمام الفاظ میں فعل کی پہلی فارم کے ساتھ "s" یا "es" لگائیں۔ منفی میں **"Does not"** لگائیں۔ اور s یا es کاٹ دیں۔

جمع الفاظ کی مثال:

1. I, We, You, They
2. The cattle, People, Public, The sheep, (چیزوں کے نام جو جمع ہوں۔ مثلاً)
Aslam and Arshad. (اگر دو الفاظ کو and سے ملائے مثلاً)

جمع فاعلوں کے ساتھ فعل کی پہلی فارم لگائیں اور سوالیہ فقرہ بناتے وقت فاعل سے پہلے 'Do' لگائیں اور منفی میں 'Do not' لگائیں۔

Warning:

1. Do not use **is, are, am** in this tense. ہم صبح سویرے اٹھتے ہیں۔

☆ We **are** get up early in the morning. (غلط ہے)
We get up early in the morning. (صحیح ہے)

مثبت فقرے

فاعل	فعل
واحد فاعل	پہلی فارم کے ساتھ s یا es کا اضافہ
جمع فاعل	پہلی فارم لیکن s یا es کے اضافہ کے بغیر

منفی فقرے

فاعل	فعل
واحد فاعل	does not+ فعل کی پہلی فارم s یا es کاٹ دیں
جمع فاعل	پہلی فارم لیکن s یا es کے اضافہ کے بغیر

سوالیہ فقرے

فاعل	فعل
واحد فاعل	فاعل سے پہلے Does لگائیں اور فعل کے ساتھ s یا es مت لگائیں۔
جمع فاعل	فاعل سے پہلے Do لگائیں اور s یا es مت لگائیں۔

EXERCISE 1

۱۔ ہم اپنا سامان باندھتے ہیں۔ ۲۔ امیر غریبوں کو حقارت سے دیکھتے ہیں۔ ۳۔ لڑکے اپنے دوستوں کا مذاق اڑاتے ہیں۔ ۴۔ وہ اپنی سہیلیوں کی دل وجان سے مدد کرتی ہے۔ ۵۔ ہم رات کو مسہری استعمال کرتے ہیں۔ ۶۔ وہ تمباکو نوشی سے نفرت کرتے ہیں۔ ۷۔ تم اپنا وقت فضول باتوں میں ضائع کرتے ہو۔ ۸۔ یہ دکاندار کم تولتا ہے۔ ۹۔ وہ اپنے آپ کو تیس مار خاں سمجھتا ہے۔ ۱۰۔ تمہاری گھڑی ٹھیک وقت دیتی ہے۔ ۱۱۔ وہ مجھے بہت تنگ کرتا ہے۔ ۱۲۔ محنتی لڑکے اپنے باپ دادا کا نام روشن کرتے ہیں۔ ۱۳۔ دو اور دو چار ہوتے ہیں۔ ۱۴۔ ڈاکٹر مریض کی نبض دیکھتے ہیں۔ ۱۵۔ مویشی کھیتوں میں چرتے ہیں۔ ۱۶۔ دانا آدمی ہمیشہ مستقبل کا خیال رکھتے ہیں۔ ۱۷۔ یہ لڑکا اپنے بھائی سے ملتا جلتا ہے۔ ۱۸۔ وہ دیر تک جاگتا رہتا ہے۔ ۱۹۔ میرا باپ نمک کا کاروبار کرتا ہے۔ ۲۰۔ وہ ہر وقت اپنا ڈھول پیٹتی رہتی ہے۔

Vocabulary

نوٹ: ترجمہ کرتے وقت To کا لفظ حذف کر دیں۔

1. To pack the luggage (سامان باندھنا), 2. To look down upon (حقارت سے دیکھنا), 3.To laugh at (مذاق اڑانا), 4.Heart and soul (دل و جان), 5.Mosquito net (مسہری), 6.To hate (نفرت کرنا), 7. Foolish things (فضول باتوں میں), 9. To give short measure (کم تولنا), 10. To tease (تنگ کرنا).

11.To give himself airs (تیس مار خاں سمجھنا), 12. To give correct time (ٹھیک وقت دینا), 14. To bring fair name to their forefathers (نام روشن کرنا), 16. To look to the future (مستقبل کا خیال رکھنا), 17. To take after, to resemble (ملنا جلنا), 18. Till late (دیر تک), 19. Deal in (کاروبار کرنا), 20. She always blows her own trumpet (ہر وقت ڈھول پیٹتی رہتی ہے)

USEFUL HINTS (مفید اشارے)

Based on Negative and Interrogative Sentences

۱۔ منفی فقرہ بناتے وقت فاعل کو نظر میں رکھیں۔ اگر فاعل واحد ہو تو 'does not' کا اضافہ کریں۔ اگر فاعل جمع ہو تو 'do not' لگائیں۔

۲۔ 'Do not' یا 'Does not' فاعل کے فوراً بعد لگائیں۔

۳۔ سوالیہ فقرے میں واحد فاعل سے پہلے 'Does' لگائیں۔ اور جمع فاعل سے پہلے 'Do' لگائیں۔

۴۔ سوالیہ اور منفی فقرے میں اکیلا 'Do' یا 'Does' فاعل سے پہلے لگائیں۔ مثلاً

☆ Does not he write a letter? (کیا وہ خط نہیں لکھتا؟) (غلط ہے)

Does he not write a letter? (درست ہے)

EXERCISE 2

۱۔ وہ میری بات نہیں سنتا ہے۔ ۲۔ کیا ہم اپنا فرض ادا کرتے ہیں؟ ۳۔ کیا وہ خواہ مخواہ ہر ایک کی بے عزتی کرتا ہے۔ ۴۔ کیا بچہ انگوٹھا چوستا ہے؟ ۵۔ کیا وہ کسی کا دل دکھاتا ہے؟ ۶۔ بچہ صرف دودھ پر گزارا کرتا ہے۔ ۷۔ یہ دکاندار کچے پھل نہیں بیچتا۔ ۸۔ کیا وقت اور جوار بھاٹا کسی کا انتظار نہیں کرتے۔ ۹۔ یہ مرغی انڈے نہیں دیتی ہے۔ ۱۰۔ کیا وہ میری نبض دیکھتا ہے؟ ۱۱۔ کیا کسان مویشیوں کو ہانکتا ہے؟ ۱۲۔ کیا تم سکول کا کام باقاعدہ نہیں کرتے ہو؟ ۱۳۔ کیا وہ پڑھنے سے جی چراتا ہے؟ ۱۴۔ کیا ستارے آسمان پر ٹمٹماتے ہیں؟ ۱۵۔ کیا مالی پھول چنتا ہے؟

Vocabulary

1.To listen to me (بات سننا) 3. Without reason (خواہ مخواہ) 4.To suck (چوسنا) 5.Injure the feelings (دل دکھانا) 6.Live on (گزارا کرنا) 7.Unripe fruit (کچے پھل) 8.Time and tide (وقت اور جوار بھاٹا) 9.To lay eggs (انڈے دینا) 11.To drive (ہانکنا) 12.To shirk work (جی چرانا) 13.Twinkle (ٹمٹمانا) 15.To pluck flowers (پھول چننا)

USEFUL HINTS (مفید اشارے)

Based on the use of interrogative words

1. Who (کون), How (کیسے), Why (کیوں), When (کب), How much (کتنی رقم), How far (کتنی دور)

۲۔ سوالیہ فقرہ بناتے وقت Helping verb کو فاعل سے پہلے لکھیں اور Helping verb سے پہلے سوالیہ لفظ لگائیں۔ مثلاً

☆ Why does the child weep? (بچہ کیوں روتا ہے؟)

Present Simple میں Do اور Does Helping verb ہوتے ہیں۔ اگر Helping verb کو فاعل سے پہلے نہ لکھا جائے تو فقرہ صحیح نہیں ہوتا۔

اہم وضاحت:

☆ Why the child weeps. (غلط ہے)

Why does the child weep.? (صحیح ہے)

☆ Who does knock the door? (غلط ہے) دروازہ کون کھٹکھٹاتا ہے۔

Who knocks the door? (صحیح ہے)

Who کے ساتھ do, does مت لگائیں۔ کیونکہ یہ بذات خود فاعل کا کام دے رہا ہے۔

وجہ: Do اور Does ان فقروں کو سوالیہ بنانے میں استعمال ہوتے ہیں جن میں فاعل دیا گیا ہو۔ اگر فاعل کا فقرے میں ذکر نہ ہو تو Do اور Does لگانے کی ضرورت نہیں۔ Who یہاں پر فاعل کا کام دے رہا ہے۔ اس کے ساتھ کوئی فاعل نہیں دیا گیا۔

EXERCISE 3

۱۔ تم شام کے وقت کیوں روتے ہو؟ ۲۔ استاد بچوں کو سزا کیوں دیتے ہیں؟ ۳۔ مالی پودوں کو کب پانی دیتا ہے؟ ۴۔ ڈاکٹر خستہ حال مریض کی نبض کیوں نہیں دیکھتا ہے؟ ۵۔ کوا پانی کی تلاش میں کہاں مارا مارا پھرتا ہے؟ ۶۔ اپنے کپڑوں پر تم کتنا خرچ کرتے ہو؟ ۷۔ تم گھاس پر ننگے پاؤں کیوں چلتے ہو؟ ۸۔ مریض ٹھنڈا پانی کیسے پیتا ہے؟ ۹۔ تم پڑھنے کب جاتے ہو؟ ۱۰۔ لڑکے بس کو کیوں روکتے ہیں؟ ۱۱۔ تمہارا حساب کتاب کون دیکھتا ہے؟ ۱۲۔ یہ سڑک کدھر جاتی ہے؟ ۱۳۔ رات کے وقت کون چیختا ہے؟ ۱۴۔ آپ ہر جمعہ کو دوکان بند کیوں نہیں کرتے؟ ۱۵۔ بلی چوہے کو کیوں نہیں پکڑتی ہے؟ ۱۶۔ گورنمنٹ ملازم رشوت کیوں لیتے ہیں؟ ۱۷۔ رات کی تاریکی میں الو کیسے چیختا ہے؟ ۱۸۔ مگرمچھ دریا کے کنارے دھوپ کیوں تاپتا ہے؟ ۱۹۔ غریب لوگوں کی قسمت کیوں نہیں کھلتی؟ ۲۰۔ پٹھان تیز چائے کیوں پیتے ہیں؟

Vocabulary

3.To water the plants (پانی دینا) 4.Miserable (خستہ حال) 5.Wander aimlessly (مارا مارا پھرنا) 6.Bare feet (ننگے پاؤں) 11.Account (حساب کتاب) 12.Lead to (جاتی ہے) 16.To accept the bribe (رشوت لینا) 17.Owl hoots (الو چیختا ہے) 18.Crocodile or alligator (مگرمچھ), Bask in the sun (دھوپ تاپنا) 19. Why does fortune not smile on the poor (قسمت کھلنا) 20.Strong tea (تیز چائے)

Lesson No.2

Past simple (فعل ماضی سادہ)

MODEL SENTENCES

1.	We **went to** zoo yesterday.	ہم کل چڑیا گھر گئے تھے	1
2.	He **rang** me **up**.	اس نے مجھے ٹیلی فون کیا	2
3.	**Did** you **pay** the fine?	کیا تم نے جرمانہ ادا کیا؟	3
4.	He **rode** a horse.	اس نے گھوڑے کی سواری کی۔	4
5.	**Did** he **go** to Lahore?	کیا وہ لاہور گیا؟	5
6.	The horse **did not eat** grass.	گھوڑے نے گھاس نہیں کھائی تھی۔	6
7.	He **did not take** part in the public meeting.	اس نے جلسے میں حصہ نہیں لیا تھا۔	7
8.	He **did not take** tea.	اس نے چائے نہیں پی۔	8
9.	Why **did** he not **light** the lamp?	اس نے لیمپ کیوں روشن نہیں کیے تھے؟	9
10.	Why **did** he not **wear** new clothes?	اس نے نئے کپڑے کیوں نہیں پہنے؟	10

یاد رکھنے کی باتیں:

۱۔ اردو میں فقرے کے آخر میں "الف، ی، ے، تھا، تھی، تھے" وغیرہ پائے جاتے ہیں۔

۲۔ سادہ فقروں میں فعل کی دوسری فارم لگائیں۔

۳۔ سوالیہ اور منفی فقروں میں فعل کی پہلی فارم لگائیں۔

۴۔ سوالیہ فقروں میں Did اور منفی فقروں میں Did not کے ساتھ پہلی فارم لگائیں۔

خلاصہ: تمام فاعلوں (واحد اور جمع) کے ساتھ فعل کی دوسری فارم اور منفی اور سوالیہ میں فعل کی پہلی فارم لگائیں۔

Warning:

Do not use "**Was and Were**" in this tense.

اس Tense میں Was اور Were کا استعمال بالکل غلط ہوتا ہے۔ مثلاً

☆ He **was went** to Lahore. (غلط ہے) وہ لاہور گیا تھا۔
He went to Lahore. (درست ہے)

سوالیہ فقرہ بناتے وقت Did ضرور استعمال کریں۔

☆ Why he **went** to Lahore? (غلط ہے) وہ لاہور کیوں گیا؟
Why **did** he **go** to Lahore? (درست ہے)

مثبت فقرے

فاعل	فعل
سب فاعلوں کے ساتھ	فعل کی دوسری فارم لگے گی

منفی اور سوالیہ فقروں میں

فاعل	فعل
سب فاعلوں کے ساتھ	فعل کی پہلی فارم
منفی فقروں میں	did not + پہلی فارم
سوالیہ فقروں میں	فاعل سے پہلے did اور پہلی فارم

EXERCISE 4

۱۔ کل رات مریض نے دم توڑ دیا۔ ۲۔ آدھ گھنٹے کے بعد مریض کو ہوش آ گیا۔ ۳۔ اس نے پیٹ بھر کر کھانا کھایا۔ ۴۔ دادی اماں نے مجھے کہانی سنائی۔ ۵۔ انگور دیکھ کر میرے منہ میں پانی بھر آیا۔ ۶۔ اس نے مجھے خواہ مخواہ گالیاں دیں۔ ۷۔ اس نے مجھ پر بڑا احسان کیا۔ ۸۔ اس نے میری نصیحت پر عمل کیا۔ ۹۔ میں نے کل رات ایک ڈراؤنا خواب دیکھا۔ ۱۰۔ تم نے یہ مکان کرائے پر لیا۔ ۱۱۔ پولیس کا سپاہی جلد ہی میری نظروں سے اوجھل ہو گیا۔ ۱۲۔ اس نے ٹیلی فون بند کر دیا تھا۔ ۱۳۔ ڈاکٹر نے مریض کی نبض دیکھی۔ ۱۴۔ اس نے مجھے ایک دلچسپ واقعہ سنایا۔ ۱۵۔ کل میری سائیکل تانگے سے ٹکرا گئی۔

Vocabulary

1. Breathed his last (دم توڑ دیا) 2.Came to senses (ہوش میں آنا) 3.Ate to his fill (پیٹ بھر کر کھایا)
4.My mouth watered (منہ میں پانی بھر آیا) 6.Without reason (خواہ مخواہ) 7. Did a favour (احسان کیا)
9.Dreadful dream (خوفناک خواب) 10.Rented (کرائے پر لیا) 11.Disappeared (نظروں سے اوجھل ہوا)
12. Interesting incident (دلچسپ واقعہ) 15. Ran into (ٹکرا گیا)

EXERCISE 5

Based on negative and interrogative sentences

۱۔ کیا اس نے گھوڑے کو سرپٹ دوڑایا؟ ۲۔ کیا اس نے سانپ مارا؟ ۳۔ تم نے امتحان میں نقل کیوں لگائی؟ ۴۔ تمہاری قسمت کیسے کھلی؟ ۵۔ اس نے میری نصیحت پر عمل نہ کیا؟ ۶۔ کیا اس نے مجھے بہت یاد کیا؟ ۷۔ کیا وہ حادثے سے صاف بچ گیا؟ ۸۔ کیا تم نے پنسل کا اچھی طرح سے استعمال نہیں کیا تھا؟ ۹۔ کیا وہ درد کے مارے چلاتا رہا؟ ۱۰۔ کیا موٹر کا ٹائر پھٹ گیا تھا؟ ۱۱۔ بچہ کیوں رو رہا تھا؟ ۱۲۔ کیا [illegible] بازی نے انہیں تباہ کر دیا تھا؟ ۱۳۔ ڈرائیور پولیس کو دیکھ کر سر پر پاؤں رکھ کر بھاگ گیا؟ ۱۴۔ کیا اس نے جان بچانے کی کوشش کی تھی؟ ۱۵۔ یہ سڑک کہاں جا نکلتی ہے؟ ۱۶۔ کیا اس نے ٹیلی فون بند کر دیا تھا؟ ۱۷۔ کیا اس نے لڑکے کو کان سے نہیں پکڑا تھا؟ ۱۸۔ کیا اس نے میرے بے وقت آنے پر اعتراض کیا تھا؟ ۱۹۔ کیا ظالم نے دشمن کو گولی ماری تھی؟ ۲۰۔ اس نے لیموں کو کیسے نچوڑا؟

Vocabulary

1.Galloped the horse (گھوڑا سرپٹ دوڑایا) 2.Used unfair means, copied (نقل لگائی) 4. Come by this fortune (قسمت کھلنا) 6.To miss (یاد کرنا) 7. Get scot free (سزا سے بچنا) 9. Pain (درد) 10. To burst (پھٹ جانا) 12. Litigation (مقدمہ بازی), Ruined (تباہ کر دیا) 13.Took to his heels (سر پہ پاؤں رکھ کر بھاگ گیا) 15.Led to (جا لگی) 16.To ring off (ٹیلی فون بند کرنا) 18. To object (اعتراض کرنا) 19. To shot at (گولی مارنا) 20. Lemon (لیموں) , To squeeze (نچوڑنا)

Lesson No.3

Future Simple (فعل مستقبل سادہ)

MODEL SENTENCES

1.	I **shall go** to Lahore tomorrow.	میں کل لاہور جاؤں گا۔	1
2.	The rich **will help** the poor.	امیر غریبوں کی مدد کریں گے۔	2
3.	We **shall go** to zoo in the evening.	ہم شام کو چڑیا گھر جائیں گے۔	3
4.	I **shall accept** his proposal.	میں اس کی تجویز مان لوں گا۔	4
5.	You **will not** tell a lie.	تم جھوٹ نہیں بولو گے۔	5
6.	**Shall** I **apply** today?	کیا میں آج درخواست دوں گا۔	6
7.	**Will** you **grant** my request?	کیا آپ میری درخواست منظور کریں گے؟	7
8.	When I go to Karachi, I **shall** bring toys for you.	جب میں کراچی جاؤں گا تو تمہارے لئے کھلونے لاؤں گا۔	8
9.	We **will** play the match.	ہم ضرور میچ کھیلیں گے۔	9
10.	He **shall** act upon my advice.	وہ میری نصیحت پر ضرور عمل کرے گا۔	10

یاد رکھنے کی باتیں:

۱۔ اردو میں فقرے کے آخر میں (گا، گے، گی) آتا ہے۔

۲۔ **I, We** کے ساتھ **Shall** لگا کر فعل کی پہلی فارم لگائیں۔

۳۔ باقی تمام الفاظ کے ساتھ **Will** لگا کر فعل کی پہلی فارم لگائیں۔

۴۔ اگر ضرور یا ارادے کا مطلب بیان کرنا ہو تو **I, We** کے ساتھ **Will** اور باقی کے ساتھ **Shall** لگائیں۔ حل شدہ فقرہ نمبر 9 ملاحظہ کریں۔

۵۔ منفی فقرہ بناتے وقت **Shall** اور **Will** کے بعد **not** لگائیں۔

۶۔ سوالیہ فقرہ بناتے وقت **Shall** اور **Will** کو فاعل سے پہلے لکھیں۔

۷۔ اگر کسی فقرے میں دو **Future Tense** ہوں تو پہلے حصے کو **Present Simple** میں ترجمہ کریں اور دوسرے حصے کو **Future** میں لکھیں۔ حل شدہ فقرہ نمبر 8 ملاحظہ کریں۔

فاعل	فعل
فاعل **I, we** کے ساتھ	**Shall**+ پہلی فارم
باقی تمام فاعلوں کے ساتھ	**Will** + پہلی فارم
ضرور، تاکید یا دھمکی کے معنی پیدا کرنے ہوں تو	**I, we** کے ساتھ **Will** + پہلی فارم باقی تمام فاعلوں کے ساتھ **Shall** + پہلی فارم

EXERCISE 6

۱۔ کیا تم آم خریدو گے؟ ۲۔ شہد کی مکھی فاختہ کی جان بچائے گی۔ ۳۔ میں آپ کیلئے دستانے نہیں بناؤں گی۔ ۴۔ ہم کھجوریں ہرگز نہیں کھائیں گے۔ ۵۔ میں ہر روز دانت صاف کروں گی۔ ۶۔ موسم بہار میں پھول کھلیں گے۔ ۷۔ وہ ہماری مہربانی کا شکریہ ادا کریں گے۔ ۸۔ میں اس کھوٹے سکے کو کیسے چلاؤں گا؟ ۹۔ پہاڑوں پر برف باری کب ہوگی؟ ۱۰۔ میں کالج جاؤں گا اور تمہارے لئے لائبریری سے کتابیں لاؤں گا۔ ۱۱۔ جہاز ڈوبے گا اور مسافر مر جائیں گے۔ ۱۲۔ میں بھیک مانگ کر گزارہ کرلوں گا۔ ۱۳۔ تمہیں ضرور معافی مانگنی پڑے گی۔ ۱۴۔ کیا آپ اس سال مری نہیں جائیں گے؟ ۱۵۔ کیا مجھے سردی میں زکام ہو جائے گا؟ ۱۶۔ کیا تم میرا ایک کام کرو گے؟ ۱۷۔ میں ڈوب جاؤں گا۔ ۱۸۔ چند سال بعد آپ اسے بہتر نہیں پائیں گے۔ ۱۹۔ میں بھیک مانگ کر گزارہ کرلوں گا لیکن آپ سے مدد نہیں مانگوں گا۔ ۲۰۔ وہ ضرور یہ سوال نکالے گا۔

Vocabulary

1. Bee (شہد کی مکھی) 2. Dove (فاختہ) 3.Gloves (دستانے) 4.Dates (کھجوریں) 6.Blossom (پھول کھلنا) 7.Base coin(کھوٹا سکہ) 8. To run or pass (چلانا) 9. Snow (برف باری ہونا) 11. To sink (جہاز کا ڈوبنا) 13. Beg pardon (معافی مانگنا) 15. To catch cold (زکام ہونا) 16. To do a favour (کام کرنا) 18. To find him better (بہتر پانا) 19. To live on begging (بھیک مانگ کر گزارہ کرنا) 20. To solve the sum (سوال نکالنا)

EXERCISE 7

Revision of Present, Past and Future Tenses

ہر فقرے کے سامنے Tense کی قسم لکھیں۔

۱۔ تم نے میری نصیحت پر عمل نہیں کیا۔ ۲۔ وہ میری بات نہیں سنتا ہے۔ ۳۔ رات کے اندھیرے میں کون چلاتا ہے؟ ۴۔ وہ اتنا مشکل کام کیسے کرے گا؟ ۵۔ میں اس کی بیمار پرسی کے لئے جاؤں گا۔ ۶۔ کیا وہ اس گاؤں میں ایک شفاخانہ قائم کریں گے؟ ۷۔ کیا پاکستان کے لوگ ناجائز ذرائع سے دولت کماتے ہیں؟ ۸۔ شکاری اپنی بندوق بھرتا ہے۔ ۹۔ کل رات کے گیارہ بجے مریض نے دم توڑ دیا۔ ۱۰۔ رات کے وقت سانپ پھنکارتے ہیں۔ ۱۱۔ جب ماں نظروں سے اوجھل ہوئی تو بچہ چلانے لگا ۱۲۔ کیا مقدمہ بازی نے انہیں تباہ کر دیا تھا؟ ۱۳۔ اس نے اتفاقیہ طور پر اپنے بیٹے کو گولی مار دی۔ ۱۴۔ تم کیوں لنگڑاتے ہو؟ ۱۵۔ کیا دودھ دیگچی میں ابلتا ہے؟ ۱۶۔ تم ہر روز کتنے روپے کماتے ہو؟ ۱۷۔ کیا اس نے نئے کپڑے پہنے تھے؟ ۱۸۔ لاہور کی آب و ہوا مجھے پسند نہیں۔ ۱۹۔ کیا اس شہر میں ہیضہ پھوٹ پڑے گا؟ ۲۰۔ کیا لڑکے استاد کا کہنا نہیں مانیں گے؟

Vocabulary

1. To act upon (عمل کرنا) 2. Does not listen to me (میری بات نہیں سنتا) 3. Darkness of night (رات کا اندھیرا) 4.To inquire after (بیمار پرسی کرنا) 5.Set up (قائم کرنا) 7. By unfair means (ناجائز ذرائع) 8. To load the gun (بندوق بھرنا) 9. To breathe last (دم توڑنا) 10. To hiss (پھنکارنا) 11.Disappear from sight (نظروں سے اوجھل ہونا) 12. Litigation (مقدمہ بازی), To ruin (تباہ کرنا) 13. Accidentally (اتفاقیہ طور پر), To shoot (گولی مارنا) 14. To limp (لنگڑانا) 17. How much money (کتنے روپے) 19. Cholera (ہیضہ), To break out (پھوٹ پڑنا)

(1)

Vocabulary Test Based on Exercise No. 1 to 7

۱۔ حقارت سے دیکھنا ۲۔ فضول باتوں میں ۳۔ کاروبار کرنا ۴۔ نام روشن کرنا ۵۔ وقت اور جوار بھاٹا ۶۔ پھول توڑنا ۷۔ چوسنا ۸۔ ننگے پاؤں
۹۔ رشوت لینا ۱۰۔ خستہ حال ۱۱۔ سرپٹ دوڑانا ۱۲۔ مقدمہ بازی ۱۳۔ دم توڑنا ۱۴۔ احسان کرنا ۱۵۔ سوال نکالنا ۱۶۔ بھیک مانگ کر گزارہ کرنا
۱۷۔ معافی مانگنا ۱۸۔ پھنکارنا ۱۹۔ ہیضہ ۲۰۔ گولی مارنا

Lesson No. 4

Present Continuous Tense (فعل حال جاری)OR (Present Progressive Tense)

MODEL SENTENCES

1.	It is raining.	بارش ہو رہی ہے۔	1
2.	I am waiting for my father.	میں اپنے والد صاحب کا انتظار کر رہا ہوں۔	2
3.	You are catching fish.	تم مچھلیاں پکڑ رہے ہو۔	3
4.	He is weeping at the death of his daughter.	وہ اپنی بیٹی کی موت پر رو رہا ہے۔	4
5.	They are flying kites.	وہ پتنگ اڑا رہے ہیں۔	5
6.	Is Aslam plucking flowers?	کیا اسلم پھول توڑ رہا ہے؟	6
7.	You are not working hard.	تم محنت نہیں کر رہے ہو۔	7
8.	Are they flying kites?	کیا وہ پتنگ اڑا رہے ہیں؟	8
9.	Is he solving the sums?	کیا وہ سوال نکال رہا ہے؟	9
10.	Is he writing something?	کیا وہ کچھ لکھ رہا ہے؟	10

یاد رکھنے کی باتیں

۱۔ اردو میں فقرے کے آخر میں (رہا ہے، رہے ہیں، رہی ہے، رہے ہو) آتا ہے۔

۲۔ انگریزی میں ترجمہ کرتے وقت Is, Are, Am کے ساتھ فعل کی پہلی فارم + ing لگائیں۔

۳۔ سوالیہ فقرہ بناتے وقت Is, Are, Am کو فاعل سے پہلے لگائیں۔

۴۔ منفی فقرے میں Is, Are, Am کے ساتھ Not لگائیں۔

مثبت فقرے

فاعل	فعل
فاعل He, She, It واحد اسموں کے ساتھ	Is + فعل کی پہلی فارم + ing لگائیں
We, You, They, I	are + فعل کی پہلی فارم + ing لگائیں am + فعل کی پہلی فارم + ing لگائیں

منفی فقرے

فاعل	فعل
سب فاعلوں کے ساتھ	مناسب Helping verb کے بعد not لگائیں۔

سوالیہ فقرے

فاعل	فعل
سب فاعلوں سے پہلے	مناسب Helping لگائیں اور بعد ازاں پہلی فارم + ing لگائیں

EXERCISE 8

۱۔ فوارے چل رہے ہیں۔ ۲۔ بادل چاند کو ڈھانپ رہے ہیں۔ ۳۔ ہیڈ ماسٹر صاحب شریر لڑکوں کو بید لگا رہے ہیں۔ ۴۔ کیا تمہارے سر میں درد ہو رہا ہے؟ ۵۔ وہ اپنی بیٹی کی موت پر پھوٹ پھوٹ کر رو رہی ہے۔ ۶۔ کیا ماں بچے کو محبت بھری نظروں سے دیکھ رہی ہے؟ ۷۔ کیا پاکستان دن دوگنی رات چوگنی ترقی کر رہا ہے؟ ۸۔ دروازہ کون کھٹکھٹا رہا ہے؟ ۹۔ وہ اپنے والدین کی دولت دونوں ہاتھوں سے لٹا رہا ہے۔ ۱۰۔ کیا مرغ اذان دے رہا ہے؟ ۱۱۔ کیا بچہ انگوٹھا چوس رہا ہے۔ ۱۲۔ کیا سپاہی شہر میں گشت کر رہا ہے؟ ۱۳۔ وہ آپس میں نہیں لڑ رہے ہیں۔ ۱۴۔ جلد ساز کتابوں کی جلد بندی نہیں کر رہا ہے۔ ۱۵۔ وہ ہوائی جہاز سے کراچی نہیں جا رہا ہے۔ ۱۶۔ وہ بے صبری سے نتیجے کا انتظار کر رہے ہیں۔ ۱۷۔ کیا انجن آگ بجھا رہا ہے؟ ۱۸۔ کیا میری نکسیر پھوٹ رہی ہے؟ ۱۹۔ کیا لڑکے سیٹیاں نہیں بجا رہے ہیں؟ ۲۰۔ کیا وہ گھوڑا اسدھار رہا ہے؟

Vocabulary

1. Fountains (فوارے) 2.To cover (ڈھانپنا) 3. Naughty boys (شریر لڑکے), Caning (بید لگا رہے ہیں) 4.To feel headache (سر میں درد ہونا) 5.To weep bitterly (پھوٹ پھوٹ کر رونا) 6.Loving eyes (محبت بھری نظریں) 7.To make progress by leaps and bounds (دن دوگنی رات چوگنی ترقی کرنا) 9.To squander away the wealth of his parents (دولت دونوں ہاتھوں سے لٹانا) 10.Suck (چوسنا) 11.To patrol (گشت کرنا) 12. The book binder (جلد ساز) 15.By air (ہوائی جہاز سے) 16.Impatiently (بے صبری سے) 17. Putting out (بجھا رہا ہے), To extinguish (آگ بجھانا) 18. Is my nose bleeding? (کیا میری نکسیر پھوٹ رہی ہے) 19. To whistle (سیٹی بجانا) 20. To tame the horse (گھوڑا اسدھارنا)

Lesson No. 5

Past Continuous Tense (فعل ماضی جاری) OR (Past Progressive Tense)

MODEL SENTENCES

1.	The boy was reading his lesson.	لڑکا اپنا سبق پڑھ رہا تھا۔	1
2.	They were sprinkling water in the courtyard.	وہ صحن میں پانی چھڑک رہے تھے۔	2
3.	The students were wasting time.	طلبہ وقت ضائع کر رہے تھے۔	3
4.	It was raining.	بارش ہو رہی تھی۔	4
5.	Were they making a noise?	کیا وہ شور مچا رہے تھے؟	5
6.	She was not combing her hair.	وہ اپنے بالوں میں کنگھی نہیں کر رہی تھی۔	6
7.	Was he groaning with pain?	کیا وہ درد سے کراہ رہا تھا؟	7
8.	Was the car not running at full speed?	کیا موٹر کار پوری رفتار سے نہیں جا رہی تھی؟	8
9.	He was not speaking the truth?	وہ سچ نہیں بول رہا تھا۔	9

یاد رکھنے کی باتیں

۱۔ اردو میں فقرے کے آخر میں (رہا تھا، رہے تھے، رہی تھی) پائے جاتے ہیں۔

۲۔ انگریزی میں ترجمہ کرتے وقت Was, Were کے ساتھ فعل کی پہلی فارم کے ساتھ ing لگائیں۔

۳۔ سوالیہ فقرہ بناتے وقت Was اور Were کو فاعل سے پہلے لگائیں۔

۴۔ منفی فقرہ بناتے وقت Was اور Were کے ساتھ not لگائیں۔

مثبت فقرے

فاعل	فعل
واحد	was کے بعد فعل کی پہلی فارم + ing
جمع	were کے بعد فعل کی پہلی فارم + ing

منفی فقرے

فاعل	فعل
واحد	Helping verb (Was) کے بعد not لگائیں۔ بعد ازاں فعل کی پہلی فارم + ing لگائیں۔
جمع	Helping verb (Were) کے بعد فعل کی پہلی فارم + ing لگائیں۔

سوالیہ فقرے

فاعل	فعل
واحد	فاعل سے پہلے Helping verb was لگائیں۔ بعد ازاں فعل کی پہلی فارم + ing لگائیں۔
جمع	فاعل سے پہلے Helping verb were لگائیں۔ بعد ازاں فعل کی پہلی فارم + ing لگائیں۔

EXERCISE 9

۱۔ وزیر تعلیم سکول کا سنگ بنیاد رکھ رہے تھے۔ ۲۔ ٹھنڈی ہوا چل رہی تھی۔ ۳۔ سورج بادلوں کے پیچھے چھپ رہا تھا۔ ۴۔ کیا ڈاکٹر مریض کی نبض دیکھ رہا تھا؟ ۵۔ کیا بچہ دانت نہیں نکال رہا تھا؟ ۶۔ کیا دھوبی گیلے کپڑے سکھا رہا تھا؟ ۷۔ کیا لیمپ بجھ رہا تھا؟ ۸۔ میری طبیعت بے چین ہو رہی تھی۔ ۹۔ میری نکسیر پھوٹ رہی تھی۔ ۱۰۔ کیا وہ گائے کو کھونٹے سے باندھ رہا تھا؟ ۱۱۔ وہ اڑھائی اینٹ کی مسجد بنا رہا تھا۔ ۱۲۔ آپ کے چہرے پر ہوائیاں کیوں اڑ رہی تھیں؟ ۱۳۔ وہ حسرت بھری نگاہوں سے اپنے بچے کو دیکھ رہی تھی۔ ۱۴۔ چرواہا بانسری کیوں بجا رہا تھا؟ ۱۵۔ سعید اونگھ نہیں رہا تھا۔ ۱۶۔ سپاہی پوری قوت سے دشمن کے ساتھ نہیں لڑ رہے تھے۔ ۱۷۔ باپ اپنے لڑکے کو لعن طعن کر رہا تھا۔ ۱۸۔ کیا وہ آستین نہیں چڑھا رہا تھا؟ ۱۹۔ طاعون شہر میں تباہی مچا رہا تھا۔ ۲۰۔ وہ اپنا سر شرم کے مارے جھکا رہا تھا۔

Vocabulary

1. Education Minister (وزیر تعلیم), To lay foundation (سنگ بنیاد) 2.Cold wind (ٹھنڈی ہوا) 3.To set behind (چھپنا) 4. To feel the pulse (نبض دیکھنا) 6.Wet cloth (گیلے کپڑے) 7.To die out (لیمپ بجھنا) 8. Feeling out of sorts (میری طبیعت بے چین ہو رہی تھی) 9.My nose was bleeding (میری نکسیر پھوٹ رہی تھی) 10.Tethering the cow (کھونٹے سے باندھ رہا تھا) 11.He was singing his own tune (وہ ڈیڑھ اینٹ کی مسجد بنا رہا تھا) 12. Shepherd (چرواہا), To play on the flute (بانسری بجانا) 15.To doze (اونگھنا) 16.Tooth and nail (پوری قوت سے) 17. To scold (لعن طعن کرنا) 18. To tuck up sleeves (آستین چڑھانا) 19. Plague (طاعون) 20. To hang head in shame (شرم کے مارے سر جھکانا)

Lesson No. 6

Future Continuous Tense (فعل مستقبل جاری) OR (Future Progressive Tense)

MODEL SENTENCES

1.	The boys will be doing the sums.	لڑکے سوال نکال رہے ہیں۔	1
2.	The barber will be coming here every day.	حجام ہر روز آتا رہے گا۔	2
3.	He will not be looking for you.	وہ تمہاری تلاش نہیں کر رہا ہوگا۔	3

4.	The doctor **will not be** treating the patient.	ڈاکٹر مریض کو نہیں دیکھ رہا ہوگا۔	4
5.	**Will** he **be** buying the new pen?	کیا وہ نیا قلم خرید رہا ہوگا؟	5
6.	**Will** they **be** doing their duty?	کیا وہ اپنا فرض ادا کر رہے ہوں گے؟	6
7.	It **will be** raining.	بارش ہو رہی ہوگی۔	7
8.	He **will be** drawing a picture.	وہ ایک تصویر بنا رہا ہوگا۔	8
9.	**Will** he **be** offering the prayer?	کیا وہ نماز ادا کر رہا ہوگا؟	9
10.	The price of ghee **will be** going up.	گھی کی قیمت بڑھ رہی ہوگی۔	10

یاد رکھنے کی باتیں

۱۔ اردو میں فقرہ عموماً (رہا ہوگا، رہی ہوگی، رہے ہوں گے) پر ختم ہوتا ہے۔
۲۔ I اور We کے ساتھ **Shall be** لگا کر فعل کی پہلی فارم اور **ing** لگائیں۔
۳۔ باقی تمام الفاظ کے ساتھ **Will be** لگا کر فعل کی پہلی فارم اور **ing** لگائیں۔
۴۔ سوالیہ فقرہ بناتے وقت اکیلے **Shall** اور **Will** کو فاعل سے پہلے لگائیں۔
۵۔ منفی فقرہ بناتے وقت **Shall** اور **Will** کے بعد **Not** لگائیں۔

مثبت فقرے

فاعل	فعل
I, we	**Shall be** کے ساتھ فعل کی پہلی فارم **+ ing**
He, she, they, you اور جمع الفاظ	**Will be** کے ساتھ فعل کی پہلی فارم **+ ing**

منفی فقرے

فاعل	فعل
I, we	**Shall** کے فوراً بعد **not** اور بعدازاں **be** لگا کر فعل کی پہلی فارم **+ ing** لگائیں۔
I, we کے علاوہ تمام فاعلوں کے ساتھ	**Will** کے فوراً بعد **not** اور بعدازاں **be** لگا کر فعل کی پہلی فارم **+ ing** لگائیں۔

سوالیہ فقرے

فاعل	فعل
I, we	فاعل **(I, we)** سے پہلے **Shall** لگائیں۔ بعدازاں **be +** فعل کی پہلی فارم **+ ing**
I, we کے علاوہ تمام فاعلوں کے ساتھ	فاعل سے پہلے **Will** لگائیں۔ بعدازاں **be +** فعل کی پہلی فارم **+ ing**

Warning: سوالیہ فقرہ بناتے وقت صرف **Shall** اور **Will** فاعل سے پہلے لکھیں۔ بعض طلباء **Will be** اور **Shall be** دونوں کو ہی فاعل سے پہلے لکھ دیتے ہیں جو غلط ہے۔ مثلاً

کیا وہ نئے کپڑے پہن رہا ہوگا؟

☆ **Will be** he wearing new clothes? (غلط ہے)
Will he **be** wearing new clothes? (صحیح ہے)

منفی اور سوالیہ اکٹھا بناتے وقت بھی صرف **Shall, Will** کو فاعل سے پہلے لکھیں۔ **Not** کو اپنی جگہ پر رہنے دیں۔ مثلاً

کیا وہ نئے کپڑے نہیں پہن رہا ہوگا؟

اس فقرے کو ترجمہ کرتے وقت پہلے سادہ فقرے کا ترجمہ کریں۔

He will be wearing new clothes.

He will not be wearing new clothes. اب Will کے بعد not لگائیں۔

Will he not be wearing new clothes? اب سوالیہ فقرہ بنائیں۔

EXERCISE 10

۱۔ صبح کے وقت ٹھنڈی ہوا چل رہی ہوگی۔ ۲۔ کیا سورج غروب ہو رہا ہوگا؟ ۳۔ کیا مالک اپنے نوکر کو حکم دے رہا ہوگا؟ ۴۔ کیا ماسٹر صاحب تختہ سیاہ پر لکھ رہے ہوں گے؟ ۵۔ کیا وہ اس کا منہ چڑا رہا ہوگا؟ ۶۔ کیا وہ ہوائی قلعے بنا رہا ہوگا؟ ۷۔ کیا اس کا سانس رک رک کر آ رہا ہوگا؟ ۸۔ ان دنوں پہاڑوں پر برف باری نہیں پڑ رہی ہوگی۔ ۹۔ کیا چور نقب نہیں لگا رہے ہوں گے؟ ۱۰۔ میں آپ کو وقتاً فوقتاً خط لکھتا رہوں گا۔ ۱۱۔ میں آپ کی راہ تکتا رہوں گا۔ ۱۲۔ آپ کب تک اس نشانے پر تیر مارنے کی کوشش کرتے رہیں گے؟ ۱۳۔ ڈاکٹر مریض کے منہ پر پانی چھڑک رہا ہوگا۔ ۱۴۔ لڑکے غریب بھکاری کا مذاق نہیں اڑا رہے ہوں گے۔ ۱۵۔ لڑکیاں جھولا نہیں جھول رہی ہوں گی۔ ۱۶۔ سردیوں میں درختوں کے پتے کیوں نہیں گر رہے ہوں گے؟ ۱۷۔ گھوڑا ہوا سے باتیں کر رہا ہوگا۔ ۱۸۔ وہ ہوائی قلعے کیوں بنا رہا ہوگا؟ ۱۹۔ کیا شعلے آسمان کو نہیں جا رہے ہوں گے؟ ۲۰۔ وہ دربدر بھیک کیوں مانگ رہا ہوگا؟

Vocabulary

1.Cold wind (ٹھنڈی ہوا) , Blow (چلنا) 3.Master (مالک) 4. To make a face (منہ چڑانا) 6.Build castle in the air (ہوائی قلعے بنانا) 7. To gasp (سانس رکنا) 8. To snow (برف پڑنا) 9.Break into (نقب لگانا) 10. Off and on (وقتاً فوقتاً), To look forward to (راہ تکنا) 12. Since how long (کب تک), To aim at the target (نشانے پر تیر مارنا) 13. To sprinkle water (پانی چھڑکنا) 14. To laugh at (مذاق اڑانا) 15.To swing (جھولا جھولنا) 16.Leaves of the tree (درختوں کے پتے) 17.To gallop (ہوا سے باتیں کرنا) 18. To build castles in the air (ہوائی قلعے بنانا), Flames (شعلے) 20. From door to door (دربدر)

EXERCISE 11

Revision of Continuous tenses

(Present , Past and Future)

۱۔ کیا گاڑی آہستہ آہستہ چل رہی تھی؟ ۲۔ کیا وہ جھوٹے بہانے نہیں بنا رہا ہوگا؟ ۳۔ تم اشرف سے کیوں لڑ رہے تھے؟ ۴۔ کیا میری ماں دودھ ابال رہی ہے؟ ۵۔ تم اسے کیوں تنگ کر رہے ہو؟ ۶۔ کیا بچہ دانت نہیں نکال رہا تھا؟ ۷۔ کیا وہ اپنے بالوں کو کنگھی کر رہی ہوگی؟ ۸۔ کیا لڑکیاں گڑیوں سے کھیل رہی تھیں؟ ۹۔ کیا وہ اس وقت کراچی میں خرید و فروخت کر رہا ہوگا؟ ۱۰۔ وہ ہمیشہ مجھ میں نقص کیوں نکالتا رہے گا؟ ۱۱۔ جب تم وہاں پہنچو گے تو وہ حجامت نہیں کروا رہا ہوگا۔ ۱۲۔ کیا بند گوبھی، بینگن، پھول گوبھی، مٹر اور پیاز بازار میں بک رہے ہوں گے؟ ۱۳۔ اندھیرے میں درد سے کون کراہ رہا تھا؟ ۱۴۔ اسے چیچک نہیں لگ رہی تھی۔ ۱۵۔ کیا اس کے بازو سے خون بہہ رہا ہے؟ ۱۶۔ جب تک دنیا قائم ہے لوگ تمہارے گن گاتے رہیں گے۔ ۱۷۔ کیا لڑکا اپنے باپ کے نقش قدم پر چل رہا ہوگا؟ ۱۸۔ وہ اپنی گھڑی کو باقاعدگی سے چابی دے رہا تھا۔ ۱۹۔ ہاتھی چنگھاڑ رہے ہیں۔ ۲۰۔ کیا گھاس میں سانپ رینگ رہے تھے؟

Vocabulary

1. Running (چلنا) 2. To make lame excuses (جھوٹے بہانے بنانا) 4.Boil (ابالنا) 5.To tease (تنگ کرنا) 6. To cut teeth (دانت نکالنا) 7. Comb the hair (کنگھی کرنا) 8. Dolls (گڑیاں) 9. To shop (خرید و فروخت کرنا) 10. To find fault with (نقص نکالنا) 11. Shaving (حجامت کرانا) 12. Brinjals (بینگن), Peas (مٹر), Cabbage (بند گوبھی), Cauliflowers (پھول گوبھی), Onion (پیاز), 15. To bleed (خون بہنا), 16 To sing praises (گن گانا) 17. To follow the footsteps (نقش قدم پر چلنا) 18. To wind (چابی دینا) 19 To trumpet (چنگھاڑنا) 20. To creep (رینگنا)

Vocabulary Test No.2

Basd on Exercise No. 8 to 11

۱۔ پھوٹ پھوٹ کر رونا ۲۔ گشت کرنا ۳۔ بجھانا ۴۔ سیٹی بجانا ۵۔ لیمپ بجھانا ۶۔ بانسری بجانا ۷۔ اونگھنا ۸۔ لعن طعن کرنا ۹۔ آستین چڑھانا
۱۰۔ چرواہا ۱۱۔ طاعون ۱۲۔ منہ چڑانا ۱۳۔ ہوائی قلعے بنانا ۱۴۔ پانی چھڑکنا ۱۵۔ راہ تکنا ۱۶۔ سرگوشی کرنا ۱۷۔ دانت نکالنا ۱۸۔ گھڑی کو چابی دینا
۱۹۔ ہاتھی کا چنگھاڑنا ۲۰۔ رینگنا

Lesson No.7

Present Perfect Continuous Tense (فعل حال مکمل جاری)

MODEL SENTENCES

1.	The baby **has been** crying since morning.	بچہ صبح سے چلا رہا ہے۔	1
2.	The boys **have been** playing in the play ground for one hour.	لڑکے ایک گھنٹے سے میدان میں کھیل رہے ہیں۔	2
3.	He **has been** waiting for me since evening.	وہ شام سے میرا انتظار کر رہا ہے۔	3
4.	He **has been** living in this house since 1970.	وہ 1970ء سے اس مکان میں رہ رہا ہے۔	4
5.	He **has not been** weeping since two O clock.	وہ دو بجے سے رو نہیں رہا ہے۔	5
6.	I **have not been** reading the newspaper for many days.	میں کئی دنوں سے اخبار نہیں پڑھ رہا ہوں۔	6
7.	Has he **not been** sleeping for the last four hours?	کیا وہ چار گھنٹوں سے سو نہیں رہا ہے	7
8.	It **has not been** raining since morning.	صبح سے بارش نہیں ہو رہی ہے۔	8
9.	Has he **been** knocking at the door for five minutes?	کیا وہ پانچ منٹ سے دروازے پر دستک دے رہا ہے؟	9
10.	What **have** you **been** doing since noon.	تم دوپہر سے کیا کر رہے ہو؟	10

یاد رکھنے کی باتیں:

۱۔ اردو کے فقرے میں (رہا ہے، رہے ہیں، رہی ہے) آخر پر آتا ہے۔ لیکن وقت کے ساتھ اگر وقت نہ دیا گیا ہو تو اس میں ہم سادہ Present Continuous کا فقرہ بنائیں گے۔

۲۔ انگریزی میں ترجمہ کرتے وقت **Has been, Have been** کے ساتھ پہلی فارم + **ing** لگائیں۔

۳۔ سوالیہ فقرہ بناتے وقت صرف **Has** یا **Have** کو فاعل سے پہلے لگائیں۔

۴۔ واحد فاعلوں **He, she, it** کسی واحد شخص یا چیز کا کام کے ساتھ **Has been** لگائیں۔

۵۔ جمع فاعلوں **They, we, you , I** کے ساتھ **Have been** لگائیں۔

۶۔ وقت کو ظاہر کرنے کیلئے **since** یا **for** لگائیں۔

۷۔ **Since** مقررہ وقت کیلئے یعنی صبح سے، شام سے، 1970ء سے۔ ایسے فقروں میں کام کرنے کا آغاز متعین کر دیا جاتا ہے۔ **For** مقررہ مدت کیلئے استعمال کریں۔ ایسے فقروں میں کام کرنے کا آغاز نہیں دیا ہوتا بلکہ مدت کو متعین کر دیا جاتا ہے۔ جیسے کہ چار دن، دو گھنٹوں سے، تین دنوں سے۔

Since اور For کا استعمال

Since .... Point of Time (آغاز کیلئے)

کام کے آغاز کرنے کیلئے استعمال کریں یعنی مقررہ وقت کیلئے یعنی جب فقرے میں متعین طور پر کسی کام کا آغاز دیا گیا ہے۔ مثلاً صبح سے، شام سے، 1970ء سے

For .... Period of Time (عرصے کیلئے)

For عرصے کیلئے استعمال کریں۔ ایسے فقروں میں کام کرنے کا آغاز کو نہیں دیا جاتا ہے۔ بلکہ جتنے عرصے کیلئے کام ہو رہا ہو وہ دیا ہوتا ہے۔ مثلاً دو گھنٹوں، دو ہفتوں سے، چار مہینوں سے، پانچ سال سے، عرصے سے۔

Since: 1.Since two O' clock 2. Since morning 3. Since evening 4. Since 1990.
For: 1. For two hours. 2. For five year 3. For four months 4. For a long time.

Warning No.1:

بعض طالب علم سوالیہ فقرہ بناتے وقت Has been یا Have been کو فاعل سے پہلے اکٹھا لکھ دیتے ہیں جو کہ غلط ہوتا ہے۔ سوالیہ فقرہ بناتے وقت صرف Has یا Have کو فاعل سے پہلے لکھیں۔

کیا وہ چار گھنٹوں سے مضمون لکھ رہے ہیں؟

☆ **Have been** they writing the essay for four hours. (غلط ہے)
Have they **been** writing the essay for four hours? (صحیح ہے)
They **have** not **been** writing the essay for four hours. (منفی)

منفی فقرہ بناتے وقت Has اور Have کے بعد not لگائیں۔

Have they **not been** writing the essay for four hours? (درست)

Warning No. 2:

منفی سوالیہ بناتے وقت Have , Has کو فاعل سے پہلے لکھیں۔ باقی فقرے کو تو ویسے ہی رہنے دیں۔

اس Tense میں "I" کو جمع لکھا جاتا ہے۔ اس لئے اس کے ساتھ have been لگائیں۔

مثبت فقرے

فاعل	فعل
واحد	has been + فعل کی پہلی فارم + ing لگائیں۔
جمع	have been + فعل کی پہلی فارم + ing لگائیں۔

منفی فقرے

فاعل	فعل
واحد	Has کے بعد Not لگائیں۔ بعد ازاں been + فعل کی پہلی فارم اور ing لگائیں۔
جمع	Have کے بعد Not لگائیں۔ بعد ازاں been + فعل کی پہلی فارم اور ing لگائیں۔

سوالیہ فقرے

فاعل	فعل
واحد	صرف Has کو فاعل سے پہلے لگائیں۔ بعد ازاں been لگا کر فعل کی پہلی فارم + ing لگائیں۔
جمع	صرف Have کو فاعل سے پہلے لگائیں۔ بعد ازاں been لگا کر فعل کی پہلی فارم + ing لگائیں۔

EXERCISE 12

بچہ دس بجے سے رو رہا ہے۔ ۲۔ کیا میرے بھائی کو عرصے سے بدہضمی کی شکایت ہو رہی ہے؟ ۳۔ کیا وہ صبح سے اس کی چغلیاں کھا رہے ہیں؟ ۴۔ کیا دوبارہ چاول کا بھاؤ بڑھ رہا ہے؟ ۵۔ مداری کب سے تماشہ دکھا رہا ہے؟ ۶۔ وہ دو سال سے ایک مہلک مرض میں مبتلا ہے۔ ۷۔ کیا یہ فضول لڑکا اپنا وقت کئی دنوں سے ضائع نہیں کر رہا ہے۔ ۸۔ ملاح صبح سے چل رہا ہے۔ ۹۔ چوکیدار رات کے گیارہ بجے سے پہرہ دے رہا ہے۔ ۱۰۔ کیا بچے شام سے آنکھ مچولی کھیل رہے ہیں؟ ۱۱۔ کیا پاکستان پچھلے سال سے ترقی کر رہا ہے؟ ۱۲۔ کیا سلیمہ ایک گھنٹے سے بال نہیں سنوار رہی ہے؟ ۱۳۔ وہ دو گھنٹے سے میرا سر کھا رہا ہے۔ ۱۴۔ مریض دو گھنٹے سے درد سے نہیں کراہ رہا ہے۔ ۱۵۔ تم کب سے میرا انتظار کر رہے ہو گے؟ ۱۶۔ کیا بیمار شام سے تلملا رہا ہے؟ ۱۷۔ وہ صبح سے کپڑے نہیں نچوڑ رہی ہے؟ ۱۸۔ قلی پچھلی رات سے جہاز سے سامان اتار رہے ہیں؟ ۱۹۔ وہ کافی عرصے سے بکواس کیوں کر رہا ہے؟ ۲۰۔ وہ 1990ء سے دوہری چال کیوں چل رہا ہے؟

Vocabulary

1. Indigestion (بدہضمی), Suffering from (شکایت ہے) 3. To backbite (چغلیاں کھانا) 4. Go up (چڑھ جانا) 5. Since how long (کب سے), Feat (کرتب، تماشہ) 6. Fatal disease (مہلک بیماری) 7.Foolish boy (فضول لڑکا) 8.Water tap (نلکا), Running (چل رہا ہے) 9.The guard (چوکیدار), To guard (پہرہ دینا) 10.To play hide and seek (آنکھ مچولی کھیلنا) 12.To do hair (بال سنوارنا) 13. To bother (سر کھانا) 14. Groan (کراہنا) 15. Since how long (کب سے) 16. To feel ill at ease (گھبرانا) 17. Wring the clothes (کپڑے نچوڑنا) 18. Cargoes (سامان) 19. To chatter (بکواس کرنا) 20. To play a double game (دوہری چال چلنا)

Lesson No.8

Past Perfect Continuous Tense (فعل ماضی بعید جاری)

MODEL SENTENCES

1.	We **had been playing since** morning.	ہم صبح سے کھیل رہے تھے۔	1
2.	The child **had been weeping since** evening.	بچہ شام سے رو رہا تھا۔	2
3.	The boys **had been solving** the sums for ten minutes.	لڑکے دس منٹ سے سوالات حل کر رہے تھے۔	3
4.	He **had been teaching** in this college **since** 1990.	وہ 1990 سے اس کالج میں پڑھا رہا تھا۔	4
5.	It **had not been raining since** morning.	بارش صبح سے نہیں ہو رہی تھی۔	5
6.	**Had** he **been living** in this house **since** 1970?	کیا وہ 1970ء سے اس مکان میں رہ رہا تھا؟	6
7.	**Had** he **been putting** me off **for** many days.	کیا وہ کئی روز سے مجھے ٹال رہا تھا۔	7
8.	He **had not been wasting** his time **for** two hours.	وہ دو گھنٹوں سے اپنا وقت ضائع نہیں کر رہا تھا۔	8
9.	Why **had** the child **been weeping since** morning?	بچہ صبح سے کیوں رو رہا تھا؟	9
10.	Had they not been checking the accounts since evening?	کیا وہ شام سے حساب کی پڑتال نہیں کر رہے تھے۔	10

یاد رکھنے کی باتیں:

۱۔ اردو کے فقرے کے آخر میں (رہا تھا، رہے تھے، رہی تھی) آتا ہے اور اس کے ساتھ وقت دیا ہوتا ہے۔

۲۔ ترجمہ کرنے کیلئے ہر طرح کے فاعل کے ساتھ **Had been** اور فعل کی پہلی فارم کے ساتھ **ing** لگائیں۔

۳۔ سوالیہ فقرہ بناتے وقت **Had** فقرے سے پہلے لگائیں۔

Warning:

بعض طلباء سوالیہ فقرہ بناتے وقت **Had been** کو فاعل سے باہر لگا دیتے ہیں جو کہ غلط ہے۔ سوالیہ فقرہ بناتے وقت صرف **Had** کو فاعل سے پہلے لکھیں مثلاً کیا وہ صبح سے سڑک بنا رہے تھے؟

☆ **Had been** they making the road since morning? (غلط ہے)

Had they been making the road since morning? (درست ہے)

منفی فقرہ بناتے وقت **Had** کے بعد **not** لگائیں۔

They **had not** been making the road since morning.

سوالیہ منفی بناتے وقت صرف **Had** کو فقرے کے باہر لکھیں باقی فقرہ مت تبدیل کریں۔

Had they not been making the road since morning.

واحد اور جمع تمام اقسام کے فاعلوں کے ساتھ Had been لگائیں۔

مثبت فقرے

فاعل	فعل
واحد	had been + فعل کی پہلی فارم + ing لگائیں۔
جمع	had been + فعل کی پہلی فارم + ing لگائیں۔

منفی فقرے

فاعل	فعل
واحد	Had کے بعد Not لگائیں۔ بعد ازاں been + فعل کی پہلی فارم اور ing لگائیں۔
جمع	Had کے بعد Not لگائیں۔ بعد ازاں been + فعل کی پہلی فارم اور ing لگائیں۔

سوالیہ فقرے

فاعل	فعل
واحد	صرف Had کو فاعل سے پہلے لگائیں۔ بعد ازاں been لگا کر فعل کی پہلی فارم + ing لگائیں۔
جمع	صرف Had کو فاعل سے پہلے لگائیں۔ بعد ازاں been لگا کر فعل کی پہلی فارم + ing لگائیں۔

EXERCISE 13

۱۔ میرا نوکر صبح سے پھول چن رہا تھا۔ ۲۔ وہ صبح سے اپنے حساب کی پڑتال کر رہا تھا۔ ۳۔ ڈاکٹر پندرہ روز سے میرے والد صاحب کا علاج کر رہا تھا۔ ۴۔ کیا خوانچے والا دو گھنٹے سے شہر میں نہیں گھوم رہا تھا؟ ۵۔ اس کو کب سے بخار آ رہا تھا؟ ۶۔ قائداعظم کئی سال تک پاکستان بنانے کی کوشش کرتے رہے تھے۔ ۷۔ تم دو گھنٹوں سے کیوں چلا رہے تھے۔؟ ۸۔ وہ آدھ گھنٹے سے کیا تلاش کر رہا تھا؟ ۹۔ وہ کافی مدت سے غریبوں کا علاج مفت کر رہا تھا۔ ۱۰۔ مری میں دو روز سے برف باری ہو رہی تھی۔ ۱۱۔ کیا وہ کئی روز سے افواہیں پھیلا رہا تھا؟ ۱۲۔ کیا بادل آدھی رات سے نہیں گرج رہے تھے؟ ۱۳۔ کیا تم دو دنوں سے کچھ نہیں کھا رہے تھے؟ ۱۴۔ ہم ایک ہفتے سے نہانے کیلئے گرم پانی استعمال نہیں کر رہے تھے۔ ۱۵۔ ہم یکم مارچ سے روزانہ پانچوں وقت نماز ادا کر رہے تھے۔ ۱۶۔ کیا وہ کافی عرصے سے کنجوسی سے رہ رہا تھا؟ ۱۷۔ وکیل دو گھنٹے سے گواہ پر جرح کر رہا تھا۔ ۱۸۔ کیا وہ نوجوان دو گھنٹوں سے خوبصورت تصویر بنا رہا تھا؟ ۱۹۔ اکبر بچپن سے ایک نئی تحریک چلانے کی سوچ رہا تھا۔ ۲۰۔ میں ایک گھنٹے سے اسے یہ بات ذہن نشین کرانے کی کوشش کر رہا تھا۔

Vocabulary

1. To pluck (چننا) 2. To check (پڑتال) 3. account (حساب) 4. Hawker, Vendor (خوانچے والا), To wander in the city (شہر میں گھومنا) 5.Since how long (کب سے) 6. Establishment (بنانا) 9.For a long time (کافی مدت سے) 10.To snow (برف باری ہونا) 11.Rumours (افواہیں) 12. Thunder (گرجنا) 16. To live closely (کنجوسی سے رہنا) 17.Lawyer (وکیل) Witness (گواہ), To cross examine (جرح کرنا) 19. New movement (نئی تحریک), To run (چلانا) 20. To bring home to somebody

Lesson No.9

Future Perfect Continuous Tense (فعل مستقبل تمام جاری)

MODEL SENTENCES

1.	I shall have been studying in this college for two years.	میں دو سالوں سے اس کالج میں پڑھ رہا ہوں گا۔	1
2.	We shall have been waiting for you since morning.	ہم صبح سے تمہارا انتظار کر رہے ہوں گے۔	2

3.	He will **have been praying** for rains for two months.	وہ دو ماہ سے بارش کیلئے دعا مانگ رہے ہوں گے۔	3
4.	I shall have been learning the poem by heart for two hours.	میں دو گھنٹے سے نظم زبانی یاد کر رہا ہوں گا۔	4
5.	The doctor **will not have been treating** the patient since yesterday.	ڈاکٹر کل سے مریض کو نہیں دیکھ رہا ہوگا۔	5
6.	Will the students **have been watching** the match for two hours?	کیا طلبا دو گھنٹوں سے میچ دیکھ رہے ہوں گے؟	6
7.	Shall I **have been waiting** for you since yesterday?	کیا ہم کل سے آپ کا انتظار کر رہے ہوں گے؟	7
8.	Will it **have been snowing** on mountains since morning?	کیا صبح سے پہاڑوں پر برف باری ہو رہی ہوگی؟	8
9.	Will the sweepers **have been cleaning** the streets since morning?	کیا خاکروب صبح سے گلیاں صاف کر رہے ہوں گے؟	9
10.	Why will the child **have been weeping** since morning?	بچہ صبح سے کیوں رو رہا ہوگا۔	10

یاد رکھنے کی باتیں:

۱۔ اردو میں فقرہ کے آخر میں (رہا ہوگا، رہے ہوں گے، رہی ہوگی) پائے جاتے ہیں لیکن وقت کے ساتھ۔

۲۔ انگریزی میں ترجمہ کرتے وقت **I , We** کے ساتھ **shall have been** اور باقی تمام الفاظ کی ساتھ **Will have been** لگائیں۔

۳۔ سوالیہ فقرہ بناتے وقت **Shall** اور **Will** کو فاعل سے پہلے لگائیں۔

۴۔ منفی فقرہ بناتے وقت **Shall** اور **Will** کے بعد **not** لگائیں۔

مثبت فقرے

فاعل	فعل
I, We	**Shall have been** + فعل کی پہلی فارم + **ing** لگائیں۔
He, she, they, it کسی شخص یا چیز کے نام کے ساتھ (واحد اور جمع دونوں میں)	**Will have been** + فعل کی پہلی فارم + **ing** لگائیں

منفی فقرے

فاعل	فعل
I, we	**Shall** کے بعد **not** لگا کر **have been** لگائیں۔ فعل کی پہلی فارم **+ ing** لگائیں۔
He, she, they, it واحد اور جمع فاعلوں کے ساتھ	**Will** کے بعد **not** لگا کر **have been** لگائیں اور فعل کی پہلی فارم **+ ing** لگائیں۔

سوالیہ فقرے

فاعل	فعل
I, we	صرف **Shall** کو فاعل سے پہلے لکھیں۔
He, she, they, it واحد اور جمع فاعلوں کے ساتھ	صرف **Will** کو فاعل سے پہلے لکھیں۔

Warning:

Do not write **Will has been, Shall has been** with any subject. It is always **will have been, shall have been** with all subjects. Even if the subject is **"It"** the helping verb will be "Will have been."

'Will has been' does not exist in English language. انگریزی زبان میں **Will has been** کا کوئی تصور نہیں۔

بعض طلباء واحد فاعلوں مثلاً **He, She, It** وغیرہ کے ساتھ **Will has been** یا **Shall has been** لگا دیتے ہیں جو بالکل غلط ہے۔

۲۔ سوالیہ فقرہ بناتے وقت صرف **Shall** اور **Will** کو فاعل سے پہلے لگائیں۔

۳۔ منفی فقرہ بناتے وقت **Shall** اور **Will** کے بعد **not** لگائیں۔

۴۔ بعض طالب علم **Will have** یا **Shall have** کو فاعل سے پہلے لکھ دیتے ہیں جو کہ بالکل غلط ہے۔ (ذیل میں چند ایک مثالیں دی جاتی ہیں جو عام طور پر غلط لکھی جاتی ہیں۔ انہیں اچھی طرح پڑھیں۔

1. He will has been writing the letter for two days. (غلط ہے)
   He **will have been** writing the letter for two days. (درست)
2. Will have he been writing a letter for two days? (غلط)
   Will he **have been** writing a letter for two days? (درست)
3. He will have not been writing a letter for two days. (غلط)
   He **will not have been** writing a letter for two days. (درست)

EXERCISE 14

۱۔ وہ صبح سے ورزش کر رہا ہوگا۔ ۲۔ ہمارا کالج دو سال سے دن دوگنی رات چوگنی ترقی کر رہا ہوگا۔ ۳۔ کیا خاکروب صبح سے گلیوں میں جھاڑو دے رہے ہوں گے؟ ۴۔ نومبر سے پہاڑوں پر برف باری نہیں ہو رہی ہوگی۔ ۵۔ کیا وہ دو ماہ سے اپنی کمی پوری کرنے کی کوشش کر رہا ہوگا؟ ۶۔ کیا اسے صبح سے سردی لگ رہی ہوگی؟ ۷۔ کیا وہ دو سالوں سے اپنے والد کی دولت دونوں ہاتھوں سے لٹا رہا ہوگا؟ ۸۔ وہ ایک گھنٹے سے مجھے نیچا دکھانے کی کوشش کر رہا ہوگا۔ ۹۔ یہ فلم تین ہفتوں سے لاہور میں چل رہی ہوگی۔ ۱۰۔ کیا خاکروب صبح سے گلیوں میں پانی چھڑک رہا ہوگا؟ ۱۱۔ کیا یہ لڑکی صبح سے کپڑوں کو نچوڑ رہی ہوگی؟ ۱۲۔ وہ کئی سالوں سے اپنے ملک کے دفاع کے لئے لڑتا رہا ہوگا۔ ۱۳۔ کیا دشمن دو سالوں سے اس کی کوششوں کو خاک میں ملا رہا ہوگا؟ ۱۴۔ کیا تم کافی عرصے سے اسے منا رہے ہوگے؟ ۱۵۔ پچھوا صبح سے منزل مقصود تک نہیں پہنچ رہا ہوگا۔ ۱۶۔ وہ صبح سے دعائیں مانگ رہے ہوں گے۔ ۱۷۔ کیا چور آدھی رات سے نقب لگا رہے ہوں گے؟ ۱۸۔ کیا لڑکی دوپہر سے کپڑے استری کر رہی ہوگی؟ ۱۹۔ کیا وہ صبح سے لاہور میں خرید و فروخت نہیں کر رہے ہوں گے؟ ۲۰۔ کیا سیلاب کئی ہفتوں سے تباہی مچا رہا ہوگا؟

Vocabulary

1. To progress by leaps and bounds (دن دوگنی رات چوگنی ترقی کرنا) **2. The sweeper** (خاکروب) **4. To**
snow (برف باری) **5. To make up deficiency** (کمی پوری کرنا) **6. To feel cold** (سردی لگنا) **7. To**
squander money (دونوں ہاتھوں سے دولت لٹانا) **8. To humiliate** (نیچا دکھانا) **9. Go on** (فلم چلانا) **10**
Sprinkle water (پانی چھڑکنا) **11. To wring** (نچوڑنا) **12. Defence** (ملک کے دفاع کیلئے) **13. To thwar**
his effort (کوشش خاک میں ملانا) **14.To bring him round** (منانا) **15. Goal** (منزل مقصود) **17. To break**
into (نقب لگانا) **18. Ironing the clothes** (استری کرنی) **19. Shopping** (خرید وفروخت کرنا) **20. To play**
havoc (تباہی مچانا)

EXERCISE 15

Revision of Perfect Continuous Tenses

۱۔ کیا ڈاکو ایک گھنٹے سے گولی چلا رہے ہوں گے؟ ۲۔ کیا دریا رات سے کناروں تک بہہ رہا ہوگا؟ ۳۔ کیا مزدور دو گھنٹے سے دیوار گرا رہا ہے؟ ۴۔ وہ بچپن سے ہی چیزیں چوری کرتا رہا ہے۔ ۵۔ وہ 1990ء سے اس اخبار میں مدیر کی حیثیت سے کام کر رہا ہے۔ ۶۔ کیا کئی سالوں سے سائنس دان چاند پر اترنے کی کوشش نہیں کر رہے ہیں؟ ۷۔ وہ بچپن سے میرا ہم جماعت رہا تھا۔ ۸۔ میرا بھائی کئی ہفتوں سے نوکری کی تلاش نہیں کر رہا ہوگا۔ ۹۔ بچہ گھنٹوں سے کیوں رو رہا ہے؟ ۱۰۔ آج صبح سے لگاتار بارش ہو رہی ہے۔ ۱۱۔ وہ پچھلے سوموار سے مہمانوں کی امید لگائے بیٹھے ہیں۔ ۱۲۔ تم کب سے میری چغلیاں کھا رہے ہو؟ ۱۳۔ وہ صبح سے منزل مقصود تک پہنچنے کی کوشش کیسے کر رہا ہوگا؟ ۱۴۔ جب پولیس پہنچی تو بلوائی دو گھنٹے سے دکانوں کو آگ لگا رہے تھے۔ ۱۵۔ کیا وہ کئی گھنٹوں سے روپیہ جھنکارتا رہا تھا؟ ۱۶۔ اس کو کب سے بخار آ رہا تھا؟ ۱۷۔ وہ آدھ گھنٹہ سے کیا تلاش کر رہے ہیں؟ ۱۸۔ وہ کئی ماہ سے کام سے جی چرا رہا ہوگا۔ ۱۹۔ کیا لکڑہارا دو دنوں سے درخت کاٹ رہا تھا؟ ۲۰۔ کیا کچھ عرصے سے تم پیانو سیکھنے کی کوشش نہیں کر رہے ہو گے؟

Vocabulary

1. To shoot (گولی چلانا) 2. To overflow (کناروں تک بہنا) 3. To demolish (گرانا) 4. To steal (چوری کرنا) 5. To work as an editor (مدیر کی حیثیت سے کام لینا) 6. To land on the moon (چاند پر اترنا) 7. Had been my class fellow (بچپن سے ہم جماعت) 8. Trying for a job (نوکری کی تلاش کرنا) 10. Continuously (لگاتار) 11. To expect (امید لگائے رکھنا) 12. To backbite (چغلیاں کھانا) 13. Goal (منزل مقصود) 14. The rioters (بلوائی) 15. To jangle (روپیہ جھنکارنا) 16. For how long (کب سے) 18. To shirk work (کام سے جی چرانا) 19. Woodcutter (لکڑہارا), To fell the tree; to cut down the tree (درخت کاٹنا) 20. To try one's hand at piano (پیانو سیکھنا)

Vocabulary Test No. 3

Based on Exercise No. 12 to 15

۱۔ جنگ بیماری ۲۔ بال سنوارنا ۳۔ کراہنا ۴۔ آنکھ مچولی کھیلنا ۵۔ بکواس کرنا ۶۔ دوہری چال چلنا ۷۔ خوانچے والا ۸۔ افواہیں ۹۔ جرح کرنا ۱۰۔ وکیل ۱۱۔ کنجوسی سے رہنا ۱۲۔ دن دوگنی رات چوگنی ترقی کرنا ۱۳۔ نیچا دکھانا ۱۴۔ منانا To bring round ۱۵۔ جان چھڑانا ۱۶۔ نچوڑنا ۱۷۔ گرانا ۱۸۔ چغلی کھانا ۱۹۔ کناروں تک بہنا ۲۰۔ کام سے جی چرانا

Lesson No. 10

Present Perfect Tense (فعل ماضی قریب)

MODEL SENTENCES

1.	We **have** won the match.	ہم نے میچ جیت لیا ہے۔	1
2.	I **have** learnt my lesson.	میں نے سبق یاد کر لیا ہے۔	2
3.	The servant **has lit** the lamp.	نوکر نے لیمپ روشن کر دیا ہے۔	3
4.	We **have heard** the news.	ہم نے خبر سن لی ہے۔	4
5.	He **has not fulfilled** his promise.	اس نے اپنا وعدہ پورا نہیں کیا ہے۔	5
6.	**Have** you **not taken** your meal yet?	کیا تم نے ابھی تک کھانا نہیں کھایا ہے؟	6
7.	**Has** the patient **taken** the medicine?	کیا مریض نے دوائی پی لی ہے؟	7
8.	**Has** my aunt **read** the newspaper?	کیا میری چچی نے اخبار پڑھ لیا ہے؟	8
9.	The monkey **has not climbed** up the tree.	بندر درخت پر نہیں چڑھا ہے۔	9
10.	The passenger **has not died** of cold.	مسافر سردی سے نہیں مرا ہے۔	10

یاد رکھنے کی باتیں:

۱۔ اردو میں فقرہ (ہے، ہیں، ہوں) پر ختم ہوتا ہے۔
۲۔ انگریزی میں ترجمہ کرتے وقت Has, Have کے ساتھ فعل کی تیسری فارم لگائیں۔
۳۔ واحد فاعلوں He, She, It, وغیرہ کے ساتھ has + تیسری فارم لگائیں۔
۴۔ They , We, You اور جمع الفاظ کے ساتھ Have تیسری فارم لگائیں۔
۵۔ سوالیہ فقرہ بناتے وقت Have, Has کو فاعل سے پہلے لگائیں۔
۶۔ منفی فقرے میں Has اور Have کے بعد Not لگائیں۔

EXERCISE 16

۱۔ احمد نے یہ نظم زبانی یاد کر لی ہے۔ ۲۔ کیا اس نے کاغذ جلا دیا ہے؟ ۳۔ اس نے سخت غلطی کی ہے۔ ۴۔ اس نے میرا ناک میں دم کر دیا ہے۔ ۵۔ میں نے اسے کورا جواب دے دیا ہے۔ ۶۔ موسم بہار شروع ہو چکا ہے۔ ۷۔ کیا اس نے خودکشی کر لی ہے؟ ۸۔ اس نے مکان تبدیل نہیں کیا ہے۔ ۹۔ میں نے اپنا ارادہ بدل لیا ہے۔ ۱۰۔ پاکستان نے دن دوگنی رات چوگنی ترقی کر لی ہے۔ ۱۱۔ عدالت نے اس کے نام سمن جاری کر دیے ہیں۔ ۱۲۔ انہوں نے اپنا وعدہ پورا کر دیا ہے۔ ۱۳۔ کیا لڑکیاں جھولا جھول چکی ہیں؟ ۱۴۔ کیا تم اپنی باری لے چکے ہو؟ ۱۵۔ میرا سائیکل بگڑ گیا ہے۔ ۱۶۔ کیا تم نے اس سے قطع تعلق کر لیا ہے؟ ۱۷۔ اس کا بخار کیوں نہیں اترا؟ ۱۸۔ کیا یہ کتا دیوانہ ہے؟ ۱۹۔ آپ کو یہ مکان کس طرح ہاتھ لگ گیا ہے؟ ۲۰۔ آپ نے یہ کوٹ کہاں سے خریدا ہے؟

Vocabulary

1. To learn by heart (نظم زبانی یاد کرنا) 2. Has burnt (اس نے کاغذ جلا دیا ہے) 3. To commit blunder (غلطی کرنا) 4. To bother (ناک میں دم کرنا) 5. To give a blank refusal (کورا جواب دینا) 6. To set in (شروع کرنا) 7. To commit suicide (خودکشی کرنا) 9. To make progress by leaps and bounds (دن دوگنی رات چوگنی ترقی کرنا) 11. To issue a summons (سمن جاری کرنا) 12. To fulfil the promise (وعدہ پورا کرنا) 13. To swing the swung (جھولا جھولنا) 14. To take the turn (باری لینا) 15. Has been out of order (سائیکل بگڑ گیا ہے) 16. To get down (بخار اترنا) 17. To go mad (دیوانہ ہونا) 19. come by (ہاتھ لگنا)

Lesson No. 11

Past Perfect Tense (فعل ماضی بعید)

MODEL SENTENCES

1.	Saleem **had already posted** the letter.	سلیم نے پہلے ہی خط ڈال دیا تھا۔	1
2.	When I reached the house, the rain **had stopped.**	جب میں گھر پہنچا تو بارش تھم چکی تھی۔	2
3.	I **had** never **seen** such a beautiful picture before.	میں نے اتنی خوبصورت تصویر پہلے کبھی نہیں دیکھی تھی۔	3
4.	I **had never seen** such a lion before.	میں نے پہلے کبھی ایسا شیر نہیں دیکھا تھا۔	4
5.	You **had gone** before I came.	میرے آنے سے پہلے تم جا چکے تھے۔	5
6.	**Had** the clock struck ten before you came?	کیا تمہارے آنے سے پہلے کلاک نے دس بجا دیے تھے؟	6
7.	**Had** you taken your meal after we left?	کیا تم نے ہمارے جانے کے بعد کھانا کھایا؟	7
8.	His fame **had spread** far and wide before he died.	اس کے مرنے سے پہلے اس کی شہرت ہر طرف پھیل چکی تھی۔	8
9.	I **had never eaten** such a delicious fruit before.	میں نے ایسا مزے دار پھل پہلے کبھی نہیں کھایا تھا۔	9
10.	**Had** you not already **written** an insulting letter?	کیا تم نے پہلے ہی ہتک آمیز خط نہیں لکھا تھا؟	10

یاد رکھنے کی باتیں:

۱۔ اردو میں ماضی بعید کے فقرے (چکا تھا، چکے تھے، چکی تھی) وغیرہ پر ختم ہوتے ہیں۔

۲۔ یہ Tense عام طور پر اسی صورت میں استعمال ہوتا ہے جب دو کاموں کا ذکر ہو، جن میں سے ایک کام ختم ہو چکا ہو اور دوسرا ابھی ختم ہونے کے قریب ہو۔ یعنی دونوں کام زمانہ ماضی میں واقع ہوئے ہوں۔ جو کام ختم ہو چکا اسے Had اور ورب کی تیسری فارم لگا کر ترجمہ کریں اور دوسرے حصے کو Past simple میں ترجمہ کریں۔

۳۔ سادہ فقروں میں یہ tense صرف اسی صورت میں استعمال ہوتا ہے جب کہ اس میں Till, Already, Ever before وغیرہ الفاظ موجود ہوں۔

Already (پہلے ہی), Ever before (اس سے پہلے), Never before (کبھی بھی نہیں، اس سے پہلے نہیں), Till (تک)

ایک غلط فہمی کا ازالہ:

عام طور پر Past Simple اور Past perfect کو طلباء آپس میں گڈمڈ کر دیتے ہیں۔ Past Simple اور Past Perfect دونوں کی اردو میں علامت ایک جیسی ہیں۔ یعنی دونوں ہی ''تھا، تھے، تھی'' پر ختم ہوتے ہیں لیکن ان میں فرق بالکل واضح ہے۔ Past Perfect کے فقرے میں ڈبل کام ہوتا ہے۔ یعنی ایک فقرے میں دو کام پائے جاتے ہیں۔ سنگل فقرے میں اگر تھا، تھی، تھے آئے تو اسے Past Simple سمجھ کر ترجمہ کریں لیکن اگر اس فقرے میں کوئی Adverb یا Conjunction آئے تو اس کا ترجمہ Past Perfect میں کریں۔

☆ He **went to** Lahore yesterday. (درست ہے) وہ کل لاہور گیا تھا۔

He **had gone** to Lahore yesterday. (غلط ہے)

اگر اس فقرے میں لفظ ''پہلے ہی'' کا اضافہ کر دیا جائے تو یہ فقرہ (Past Perfect) بن جائے گا۔

☆ He **had already** gone to Lahore. وہ پہلے ہی لاہور جا چکا تھا۔

i۔ اس فقرے میں Adverb Already کا اضافہ کر دیا گیا ہے۔

ii۔ سوالیہ فقرہ بناتے وقت صرف Had کو فاعل سے پہلے لگائیں۔

iii۔ منفی فقرہ بناتے وقت Had کے بعد not لگائیں۔

مثبت فقرے

فاعل	فعل
تمام فاعلوں کے ساتھ	Had + تیسری فارم لگائیں۔
اگر فقرے کے دو حصے ہوں تو جس حصے میں کام پہلے ختم ہو چکا ہو	اس حصے Had + تیسری فارم لگائیں۔ دوسرے حصے میں Past simple لگائیں۔

منفی فقرے

فاعل	فعل
تمام فاعلوں میں	Had کے بعد not لگائیں۔ تیسری فارم

سوالیہ فقرے

فاعل	فعل
تمام فاعلوں سے پہلے	Had لگائیں۔
تھا، تھے، تھی والے سنگل فقروں میں	Adverb لگا ہو تو had + تیسری فارم لگائیں۔ Adverb نہ لگا ہو تو Past simple سے ترجمہ کریں

EXERCISE 17

۱۔ تمہارے آنے سے پہلے میں کھانا کھا چکا تھا۔ ۲۔ جب خرگوش جاگا تو کچھوا منزل مقصود تک پہنچ چکا تھا۔ ۳۔ ماہ جون تک پہاڑوں پر برف پگھل چکی تھی۔ ۴۔ کیا سپاہیوں کے آنے سے پہلے چور بھاگ چکا تھا؟ ۵۔ کیا تم نے اس سے پہلے ایسی شاندار تصویر نہیں دیکھی تھی؟ ۶۔ لیمپ روشن ہونے سے پہلے چور بوڑھے کسان کے گھر نقب لگا چکا تھا۔ ۷۔ میں نے پہلے اس کاریگر کو کبھی نہیں دیکھا تھا۔ ۸۔ یہ بات انہوں نے پہلے ہی طے کر لی تھی۔ ۹۔ کیا اس خبر نے تمہارے پہنچنے سے پہلے شہر میں تہلکہ مچا دیا تھا؟ ۱۰۔ جب میں سکول کے احاطے میں داخل ہوا تو ماسٹر صاحب حاضری لگا چکے تھے۔ ۱۱۔ اس نے نصیحت پر عمل کرنے سے پہلے اس پر کافی غوروخوض کیا تھا۔ ۱۲۔ اس کے بالغ ہونے سے پہلے اس کا چچا تمام جائیداد پر قبضہ کر چکا تھا۔ ۱۳۔ کیا تمہارے جاگنے سے پہلے وہ رفوچکر ہو چکا تھا۔ ۱۴۔ اس کے آنے سے پہلے میں تمام ماجرا آپ کو سنا چکا تھا۔ ۱۵۔ اس وقت تک اس نے میرا ناک میں دم کر رکھا تھا۔ ۱۶۔ کل تک جج صاحب نے مجرم کو ضمانت پر رہا کر دیا تھا۔ ۱۷۔ وہ پہلے ہی اپنا دانت نکلوا چکا تھا۔ ۱۸۔ کیا میرے ایک جملہ لکھنے سے پہلے سیاہی خشک ہو چکی تھی؟ ۱۹۔ کیا صبح تک آپ یہ ناول پڑھ چکے تھے؟ ۲۰۔ کیا میں نے تمہیں اس مصیبت سے پہلے ہی آگاہ نہیں کر دیا تھا؟

Vocabulary

1. Tortoise (کچھوا), Goal (منزل مقصود) 3. Melted (پگھل چکی تھی) 5. Splendid (شاندار), Never (نہیں), Before (اس سے پہلے) 6. Before lamps were lit (روشن ہونے سے پہلے), To break into (نقب لگانا) 7. Mechanic (کاریگر) 8. Already (پہلے ہی), Settled (طے کر لی تھی) 9. Cause a stir among (تہلکہ مچا دیا تھا) 11. Pondered (غور کیا تھا) 12. Come of age (بالغ ہونا), Usurp the property (جائیداد پر قبضہ کرنا) 13. To take to heels (رفو چکر ہونا) 14. To tell the whole story (ماجرا سنانا) 15. To bother (ناک میں دم کرنا) 16. Culprit (مجرم) , To release on bail ؟(ضمانت پر رہا کرنا 17. To get his tooth extracted (دانت نکلوانا) 20. Calamity (مصیبت), To forewarn (آگاہ کرنا)

Lesson No. 12

Future Perfect Tense (فعل مستقبل مکمل)

MODEL SENTENCES

1.	He **will have** written a letter.	وہ خط لکھ چکا ہوگا۔	1
2.	The farmer **will have** ploughed the fields.	کسان اپنے کھیتوں میں ہل چلا چکا ہوگا۔	2
3.	He **will not have** finished the work by now.	اس نے ابھی تک کام ختم نہیں کیا ہوگا۔	3
4.	You **will not have** tried to win the prize.	تم نے انعام حاصل کرنے کی کوشش نہیں کی ہوگی۔	4
5.	He **will not have** reached the school till now.	وہ ابھی تک سکول نہیں پہنچا ہوگا۔	5
6.	**Will** you **have** taken bath before sunrise?	کیا تم سورج نکلنے سے پہلے نہا چکے ہوگے؟	6
7.	**Will** you **have** finished work before we arrive?	کیا ہمارے آنے سے پہلے تم کام ختم کر چکے ہوگے؟	7
8.	**Will** he **have** taken food before the sun sets in?	کیا سورج غروب ہونے سے پہلے وہ کھانا کھا چکا ہوگا؟	8
9.	**Will** the birds **have** gone to their nest?	کیا پرندے اپنے گھونسلوں میں جا چکے ہوں گے؟	9
10.	He **will not have** got the train till now.	اسے اب تک گاڑی نہیں ملی ہوگی۔	10

یاد رکھنے کی باتیں:

۱۔ اردو میں یہ Tense عام طور پر (چکا ہوگا، لیا ہوگا، چکے ہوں گے، چکی ہوگی، لئے ہوگا) پر ختم ہوگا۔

۲۔ انگریزی میں ترجمہ کرتے وقت تیسری فارم + Will have , Shall have لگائیں۔

۳۔ سوالیہ فقرہ بناتے وقت Shall اور will کو فاعل سے پہلے لکھیں۔

۴۔ منفی فقرہ بناتے وقت Shall اور Will کے بعد not لگائیں۔

سوالیہ فقرہ بناتے وقت ہمیشہ Will یا Shall کو فاعل سے پہلے لکھیں۔ Will have یا Shall have کو فاعل سے پہلے کلمات لکھیں مثلاً

☆ I **shall have** written this letter.

Shall I **have** written this letter?

I **shall not have** written this letter. (منفی)

Shall I **not have** written this letter? (منفی سوالیہ)

۳۔ اگر فقرہ دو حصوں پر مشتمل ہو تو آخری حصے کا ترجمہ تیسری فارم + Shall have یا تیسری فارم + Will have لگا کر کریں جب پہلے حصے میں present simple لگائیں۔

مثبت فقرے

فاعل	فعل
I, We	تیسری فارم + Shall have
He, She, it, they, you اور باقی تمام فاعلوں کے ساتھ	تیسری فارم + Will have

منفی فقرے

فاعل	فعل
تمام فاعلوں کے ساتھ	Shall اور Will کے فوراً بعد Not لگائیں۔

سوالیہ فقرے

فاعل	فعل
تمام فاعلوں سے پہلے ڈبل فقروں میں	Shall یا Will لگائیں۔ اردو فقرے کے آخری حصے تیسری فارم + Shall have یا Will have + تیسری فارم دوسرے حصے کا ترجمہ Present simple یعنی فعل کی پہلی فارم کے ساتھ

نوٹ: Shall has , Will has کا انگریزی زبان میں کوئی وجود نہیں۔ اسے کسی فاعل کے ساتھ مت استعمال کریں۔

EXERCISE 18

۱۔ ذہین لڑکی پرچہ ختم کر چکی ہوگی۔ ۲۔ کیا اس نے چاند دیکھ لیا ہوگا؟ ۳۔ آپ کے آنے سے پہلے میں کتاب ختم کر چکا ہوں گا۔ ۴۔ سورج چڑھنے سے پہلے باورچی کھانا نہیں پکا چکا ہوگا۔ ۵۔ کیا آگ بجھانے والے انجن کے آنے سے پہلے دکان جل کر راکھ ہو چکی ہوگی؟ ۶۔ پولیس کے آنے سے پہلے اس نے سازش کا بھانڈا پھوڑ دیا ہوگا۔ ۷۔ کیا درزی میرے کپڑے رفو کر چکا ہوگا؟ ۸۔ کمک آنے سے پہلے دشمن قلعہ پر قبضہ کر چکا ہوگا۔ ۹۔ مالک مکان کے آنے سے پہلے تالے توڑے جا چکے ہوں گے۔ ۱۰۔ کیا لڑکا اپنے باپ کے آنے سے پہلے اس کی نصیحت پر عمل کر چکا ہوگا؟ ۱۱۔ برسات شروع ہونے سے پہلے مالی پودے لگا چکا ہوگا۔ ۱۲۔ پولیس کے آنے سے پہلے ہجوم منتشر ہو چکا ہوگا۔ ۱۳۔ لڑکے بھکارن کا مذاق اڑا چکے ہوں گے۔ ۱۴۔ مداری تماشہ دکھا چکا ہوگا۔ ۱۵۔ کیا ڈاکٹر کے آنے سے پہلے مریض بے ہوش ہو چکا ہوگا؟ ۱۶۔ وہ اکتوبر تک اپنے نقصان کی تلافی کر چکا ہوگا۔ ۱۷۔ رضا کاروں کے آنے سے پہلے مکان جل کر خاک ہو چکا ہوگا۔ ۱۸۔ پرنسپل صاحب نے بغیر کسی سفارش کے غریب لڑکے کی فیس معاف کر دی ہوگی۔ ۱۹۔ بنک سے پیسے نکلوانے کی تاریخ اب تک گزر چکی ہوگی۔ ۲۰۔ کیا اس نے ہمیں زبانی پیغام بھیج دیا ہوگا؟

Vocabulary

1. The intelligent girl (ذہین لڑکی) 2. To sight the moon (چاند دیکھنا) 4. To cook food (کھانا پکانا) 5. Fire-brigade (آگ بجھانے والا انجن) , To burn to ashes (جل کر راکھ ہونا) 7. To darn the clothes (رفو کرنا) 8. Succour (کمک، مدد), To occupy the fort (قلعہ پر قبضہ کرنا) 12. crowd (ہجوم), To disperse (منتشر ہونا) 13.The beggar woman (بھکارن) 14. Juggler (مداری), Feat (تماشا) 15. To lose senses (بے ہوش ہونا) 16. To make good the loss (نقصان پورا کرنا) 17. Volunteers (رضا کار) 18. Without recommendation (بغیر سفارش کے) 19. To remit (معاف کرنا) 20. Verbal message (زبانی پیغام دینا)

Revision of Perfect Tenses

Present Perfect	(ا ہے، ا ہیں، ا ہوں)
Past Perfect	(ا تھا، ا تھے)
Future Perfect	(ا ہوگا، ا ہوں گے)

EXERCISE 19

Based on Revision of Perfect Tenses

مقرر نے ابھی ابھی اپنی پہلی تقریر ختم کی ہے۔ ۲۔ کیا ڈاکٹر کے آنے سے قبل مریض مر چکا ہوگا؟ ۳۔ لکڑہارا سورج غروب ہونے سے پہلے درخت کاٹ چکا ہوگا۔ ۴۔ کیا بچے سونے سے پہلے دودھ نہیں پی چکے تھے؟ ۵۔ کیا ہم امتحان سے پہلے اپنا کورس ختم نہ کر چکے ہوں گے؟ ۶۔ کیا پولیس کے پہنچنے سے پہلے چور بھاگ چکا تھا؟ ۷۔ ہمارے گھر پہنچنے سے پہلے نوکر کمرہ صاف کر چکا ہوگا۔ ۸۔ کیا تمہارے منزل مقصود پر پہنچنے سے پہلے بارش ہو چکی ہوگی؟ ۹۔ کیا اس نے سانپ مار دیا ہے؟ ۱۰۔ کیا آپ کو کوئی بہتر تجویز سوجھی ہے؟ ۱۱۔ کیا تم نے کبھی جھوٹ نہیں بولا ہے؟ ۱۲۔ اسلم نے مجھ سے قطع تعلق نہیں کیا ہے۔ ۱۳۔ پرسوں تک اس عورت نے گھر سے باہر قدم نہ رکھا تھا۔ ۱۴۔ میں نے یہ گلی پہلے کبھی نہیں دیکھی تھی۔ ۱۵۔ کیا گھنٹی بجنے سے پہلے تم نے اپنا پرچہ ختم نہیں کر لیا تھا؟ ۱۶۔ بارش ہونے سے پہلے دھوبی کپڑے جمع کر چکے ہوں گے۔ ۱۷۔ برسات شروع ہونے سے پہلے مالی پودے لگا چکا ہوگا۔ ۱۸۔ وہ اس وقت تک سبق یاد کر چکا ہوگا۔ ۱۹۔ دریا میں سیلاب آنے سے پہلے لوگ گاؤں خالی کر چکے ہوں گے۔ ۲۰۔ کیا اس وقت تک شکاری بہت سارے پرندے مار چکا تھا؟

Vocabulary

1. Maiden speech (پہلی تقریر) 3. To cut down (کاٹنا) 5. To finish the course (کورس ختم کرنا) 8. Goal, Destination (منزل مقصود) 10. Better plan (بہتر تجویز) 11. Never (کبھی بھی نہیں) 12. To break off (قطع تعلق کر لینا) 13. The day after yesterday (پرسوں), To step out (باہر قدم رکھنا) 17. To plant the tree (پودے لگانا) 19. To vacate (خالی کرنا) 20. Hunter (شکاری)

Vocabulary Test No. 4

Based on Exercise No. 16 to 19

زبانی یاد کرنا ۲۔ کورا جواب دینا ۳۔ ہاتھ لگنا ۴۔ دیوانہ ہونا ۵۔ منزل مقصود ۶۔ نقب لگانا ۷۔ غور کرنا ۸۔ دانت نکلوانا ۹۔ مصیبت ۱۰۔ ناک میں دم کرنا ۱۱۔ چاند دیکھنا ۱۲۔ رفو کرنا ۱۳۔ معاف کرنا ۱۴۔ بے ہوش ہونا ۱۵۔ رضا کار ۱۶۔ قطع تعلق کرنا ۱۷۔ خالی کرنا ۱۸۔ کاٹنا ۱۹۔ پودے لگانا ۲۰۔ شکاری

Continuous Tenses at a Glance

Continuous Tenses:

Present Continuous:

Is, Are, Am + going (رہا ہے، رہے ہیں، رہی ہے)

Past Continuous:

Was, Were + going (رہا تھا، رہے تھے، رہی تھی)

Futre Continuous Tense:

Shall be, Will be + going (رہا ہوگا، رہے ہوں گے، رہی ہوگی)

Perfect Continuous Tenses:

Present Perfect Continuous Tense:

Has been + going + (رہا ہے، رہے ہیں، رہی ہے) + **Since or For** (وقت کے ساتھ)

Have been + going **Since or For** (وقت کے ساتھ)

Past Perfect Continuous Tense:

Had been + going (رہا تھا، رہے تھے، رہی تھی) + **Since or For** (وقت کے ساتھ)

Future Perfect Continuous Tense:

Will have been + going (رہا ہوگا، رہے ہوں، رہی ہوگی) + **Since or For**(وقت کے ساتھ)

Shall have been + going (رہا ہوگا، رہے ہوں، رہی ہوگی) + **Since or For** (وقت کے ساتھ)

Simple Tenses:

Present Simple Tense:

I play, He plays (پہلی فارم) تا ہے، تے ہیں، تی ہے

Do I play, **Does** he play (پہلی فارم) سوالیہ

Past Simple Tense:

I played, **Did** I play (ا، ی، ے)

Future Simple Tense:

Will , Shall + (پہلی فارم)

Perfect Tenses:

Present Perfect Tense:

Has , Have + (تیسری فارم) ا ہے، ا ہیں، ا ہوں چکا ہے۔ لیا ہے۔

Past Perfect Tense:

Had + (تیسری فارم) ا تھا، ا تھے، ا تھی چکا تھا۔ لیا تھا۔ کیا تھا۔

ڈبل فقرے یا سنگل فقرے میں **Adverb** آتا ہے۔

FuturePerfect Tense:

Will have + (تیسری فارم)

ڈبل فقرے میں (آخری حصہ) تیسری فارم + **Will have** پہلا حصہ **Present Simple** میں آتا ہے۔

Tests in Mixed Tenses

EXERCISE 20

۱۔ تم ہمیشہ جھوٹ بولتے ہو۔ ۲۔ اس نے جلسے میں حصہ لیا۔ ۳۔ کیا تم یونیورسٹی کا امتحان دے رہے تھے؟ ۴۔ بجلی چمک رہی تھی۔ ۵۔ چور رات کی تاریکی میں نقب لگاتے ہیں۔ ۶۔ کیا سانپ پھنکار رہا ہے؟ ۷۔ وہ پرسوں کراچی سے واپس آ جائے گا۔ ۸۔ کیا حمید تین سال سے امتحان دے رہا تھا؟ ۹۔ کیا آپ راولپنڈی جائیں گے؟ ۱۰۔ بچہ صبح سے دودھ کے لئے چلا رہا ہوگا۔ ۱۱۔ پولیس چور کا پیچھا کر رہی ہے۔ ۱۲۔ پاکستان نے کافی ترقی کر لی ہے۔ ۱۳۔ کیا ٹھنڈی ہوا چل رہی ہے؟ ۱۴۔ کیا مالی چار بجے سے پودوں کو پانی دے رہا ہے۔ ۱۵۔ اس نے لیمپ جلا دیا ہے۔

Vocabulary

1. To tell a lie (جھوٹ بولنا) 2. Public meeting (جلسہ) 3. To take the examination (امتحان دینا) 5.Break into (نقب لگانا) 6. To hiss (پھنکارنا) 7. The day after tomorrow (پرسوں) 11. Follow (پیچھا کرنا) 12. To make great progress (کافی ترقی کرنا) 13. To blow cold (ٹھنڈی ہوا چلنا) 15. To light the lamp (لیمپ جلانا)

EXERCISE 21

۱۔ وہ دو گھنٹے سے پرچہ لکھ رہا ہے۔ ۲۔ میں اسے چار سال سے جانتا ہوں۔ ۳۔ کچھ لڑکوں نے فیس ادا نہیں کی۔ ۴۔ اس نے کل تک میری کتاب واپس نہیں کی تھی۔ ۵۔ کیا اس نے تمہیں ہتک آمیز خط لکھا تھا؟ ۶۔ جب ہم وہاں پہنچے تو جلسہ ختم ہو چکا تھا۔ ۷۔ کیا ڈاکٹر صاحب ایک گھنٹے سے اپریشن کر رہے تھے؟ ۸۔ کیا تم یہاں ٹھہرو گے؟ ۹۔ برسات شروع ہونے سے پہلے مالی پودے لگا چکا ہوگا۔ ۱۰۔ ڈاکٹر کے آنے سے پہلے مریض دم توڑ چکا تھا۔ ۱۱۔ باغیوں نے ہتھیار ڈال دیئے۔ ۱۲۔ کیا میرے والد صاحب ہیضہ سے فوت ہوئے تھے؟ ۱۳۔ کیا اندھیرے میں کوئی درد سے کراہ رہا تھا؟ ۱۴۔ کیا پولیس قاتل کو پکڑ رہی تھی؟ ۱۵۔ کیا تم روزہ رکھتے ہو؟

Vocabulary

3. To pay the fee (فیس ادا کرنا) 5. Insulting (ہتک آمیز) 6. Public meeting (جلسہ) 7. To operate upon (آپریشن کرنا) 9. Rainy season (برسات), To set in (شروع ہونا) , Breathed his last (دم توڑ چکا تھا) 11. The rebels (باغی), Laid down their arms (ہتھیار ڈال دیئے) 15. To fast (روزہ رکھنا)

EXERCISE 22

۱۔ وہ سڑک پر دوڑ رہے ہیں۔ ۲۔ کھانے کے بعد ہم دوبارہ کار چلا رہے ہوں گے۔ ۳۔ ٹھنڈی ہوا چل رہی ہوگی۔ ۴۔ پاکستان کب وجود میں آیا؟ ۵۔ میں اس کا شکریہ ادا کرتا ہوں۔ ۶۔ تم وہاں کیوں جانا چاہتے ہو؟ ۷۔ اس نے خودکشی کر لی ہے۔ ۸۔ کیا ڈاکٹروں نے مریض کو لاعلاج قرار دے دیا ہے؟ ۹۔ پرنسپل صاحب نے لڑکے کو معاف کر دیا ہے۔ ۱۰۔ میری کہانی سن کر وہ پھوٹ پھوٹ کر رونے لگی۔ ۱۱۔ ہم صبح سے جلسے کی تیاری کر رہے ہیں۔ ۱۲۔ اسد نے کرکٹ کھیلی۔ ۱۳۔ وہ میرے آنے سے پہلے عجائب گھر جا چکا تھا۔ ۱۴۔ وہ اس کہانی کے انجام پر ہنس رہے تھے۔ ۱۵۔ وہ اپنے سبق پر توجہ نہیں دے رہے تھے۔

Vocabulary

2. After taking the meal (کھانے کے بعد) 3. It will be blowing cold (ٹھنڈی ہوا چل رہی ہوگی) 7. To commit suicide (خودکشی کرنا) 8. Have the doctors declared the patient hopeless (لاعلاج قرار دے دیا ہے) 9. To pardon (معاف کر دینا) 13. Museum (عجائب گھر) 14. To pay attention (توجہ دینا)

EXERCISE 23

۱۔ سورج طلوع ہونے سے پہلے دھوبی کپڑے دھو چکا تھا۔ ۲۔ کتے اجنبی کو دیکھ کر بھونک رہے تھے۔ ۳۔ وہ میری تجویز کی مخالفت نہیں کر رہا تھا۔ ۴۔ باغ میں پھول کھل چکے ہوں گے۔ ۵۔ سردیوں کا موسم ختم ہو چکا ہوگا۔ ۶۔ عوام بڑھتی ہوئی قیمتوں کے خلاف احتجاج کر رہے ہوں گے۔ ۷۔

مریض نے ڈاکٹر سے مشورہ کیا۔ ۸۔ میں واقعات کا جائزہ لے رہا ہوں۔ ۹۔ وہ فرض شناسی سے اپنا کام کر رہا ہے۔ ۱۰۔ سردیوں کے آنے سے پہلے میں نے گرم کپڑے بنا لئے تھے۔ ۱۱۔ میں نے اسے رقم ادا کر دی تھی۔ ۱۲۔ وہ لندن جانے کا منصوبہ بنا تا رہا تھا۔ ۱۳۔ کیا تم میرا انتظار کرو گے؟ ۱۴۔ پہاڑوں پر برف پڑے گی۔ ۱۵۔ اس نے میری بات ماننے سے انکار کر دیا۔

Vocabulary

2. Stranger (اجنبی) 3. Proposal (تجویز), To oppose (مخالفت کرنا) 4. Blossom (پھول کھلنا), To end (ختم ہونا) 6. Increasing prices (بڑھتی ہوئی قیمتیں), To protest (احتجاج کرنا) 7. To get advice (مشورہ لینا) 8. Take stock of (جائزہ لینا), Happenings (واقعات) 9. Dutifully (فرض شناسی) 11. To pay (ادا کرنا) 12. To plan (منصوبہ بنانا) 15. To refuse (انکار کرنا)

EXERCISE 24

۱۔ ہم نے لاہور کے قابل دید مقامات کی سیر کر لی ہے۔ ۲۔ وہ مجھ سے بلاوجہ ناراض ہو گیا ہے۔ ۳۔ وہ میری ہدایت کے مطابق کام کرتا ہے۔ ۴۔ تم اس سے کیوں لڑتے ہو؟ ۵۔ مویشی کھیتوں میں چر رہے ہیں۔ ۶۔ دروازہ کون کھٹکھٹاتا ہے۔ ۷۔ میں نے اس کے رویہ کے خلاف شکایت کی ہے۔ ۸۔ امریکہ نے عراق پر حملہ کیا۔ ۹۔ کیا ذہین لڑکی اپنا پرچہ ختم کر چکی ہو گی؟ ۱۰۔ کیا طالب علم رہنما تقریر ختم نہیں کر چکا ہو گا؟ ۱۱۔ کیا ڈاکٹر زخمیوں کی مرہم پٹی کر رہا ہو گا؟ ۱۲۔ سورج غروب ہونے سے پہلے مزدور اپنے گھروں کو جا چکے ہوں گے۔ ۱۳۔ میں آپ سے مدد نہ لوں گا۔ ۱۴۔ چپڑاسی نے رشوت نہیں لی ہو گی۔ ۱۵۔ کیا تم بارش ہونے سے پہلے گھر آ چکے تھے؟

Vocabulary

1. Worth seeing places (قابل دید مقامات) 2. Got angry (ناراض ہوگیا), Without reason (بلاوجہ) 5. The cattle (مویشی), To graze (چرنا) 6. Conduct (رویہ), Have complained (شکایت کی ہے) 9. Intelligent girl (ذہین لڑکی) 10. The student leader (طالب علم رہنما) 11. To dress (مرہم پٹی کرنا) 12. The labourers (مزدور) 13. To take help, OR To get help (مدد لینا) 14. To accept bribe (رشوت لینا)

Vocabulary Test No. 5

Based on Exercise No. 20 to 24

۱۔ جلسہ ۲۔ پھنکارنا ۳۔ نقب لگانا ۴۔ پرسوں آنے والا ۵۔ ہیضہ ۶۔ اجنبی ۷۔ فرض شناسی ۸۔ واقعات ۹۔ پھول کھلنا ۱۰۔ چرنا ۱۱۔ رویہ ۱۲۔ مخالفت کرنا ۱۳۔ تجویز ۱۴۔ روزہ رکھنا ۱۵۔ شروع ہونا

Lesson No.13

Passive Voice Tenses

Simple Tenses (Present, Past, Future)

MODEL SENTENCES

1.	We are punished.	ہمیں سزا دی جاتی ہے۔ (کون سزا دیتا ہے) علم نہیں	1
2.	The mango is eaten.	آم کھایا جاتا ہے۔ (کون کھاتا ہے) علم نہیں	2
3.	The sun is not seen at night.	سورج رات کے وقت دیکھا نہیں جاتا ہے۔	3
4.	Are the apples eaten?	کیا سیب کھائے جاتے ہیں۔؟ (کون کھاتا ہے)	4
5.	The thief was not caught.	چور پکڑا نہیں گیا تھا۔ (کس نے چور نہیں پکڑا تھا)	5
6.	Were you not fined?	کیا تمہیں جرمانہ نہیں کیا گیا تھا؟ (کس نے جرمانہ نہیں کیا تھا)	6
7.	The whole building will be pulled down.	ساری عمارت گرا دی جائے گی۔	7
8.	Shall I be transferred to Karachi.	کیا مجھے کراچی تبدیل کر دیا جائے گا؟	8

ان تمام فقروں میں کون یا کس کا جواب نہیں دیا گیا۔ اس لئے انہیں ہم Passive voice کے فقرے کہیں گے۔

یاد رکھنے کی باتیں:

۱۔ اردو اور انگریزی میں فعل معروف Active Voice اور فعل مجہول Passive Voice کا فرق۔

۲۔ اردو میں فعل معروف اس فعل کو کہتے ہیں جس کا فاعل معلوم ہو اور فقرے میں مذکور ہو۔ جیسے "اشرف گھر جاتا ہے"۔ اس فقرے میں فاعل معلوم ہے۔ اس لئے اسے فعل معروف کہیں گے۔

اردو فقرے میں Passive voice کی پہچان کیسے کی جاتی ہے۔

اردو فقرے کو پڑھیں۔ اور کون لگا کر سوال کریں کہ یہ کام کون کر رہا ہے۔ اگر جواب مل جائے تو فقرہ Active voice کا ہوگا۔ ورنہ Passive Voice۔ مثلاً

وہ دودھ ابالتی ہے۔ (کون دودھ ابالتی ہے) جواب۔ وہ اس لئے فقرہ Active voice کا ہے۔ دودھ ابالا جاتا ہے۔ کون دودھ ابالتا ہے۔ کچھ پتہ نہیں۔ اس لئے فقرہ Passive Voice کا ہوگا۔

اردو میں فعل مجہول Passive Voice اس فعل کو کہتے ہیں جس کا فاعل فقرے میں اپنے اصل مقام پر مذکور نہ ہو۔ جیسے "اسے مارا جاتا ہے"۔ اس میں مارنے والے کا پتہ نہیں کون ہے۔

۳۔ اردو اور انگریزی دونوں زبانوں میں فعل مجہول صرف Transitive (فعل متعدی) افعال سے بنتا ہے۔ لازم فعلوں سے Intransitive سے Passive Voice نہیں بنتے کیونکہ ان کا مفعول نہیں ہوتا۔

۴۔ ترجمہ کرتے وقت مندرجہ ذیل باتوں کا خیال رکھیں۔

۵۔ پورے Passive Voice کے Tenses میں فعل کی تیسری فارم لگائیں۔

۶۔ Present simple میں تیسری فارم + Is, Are, Am

۷۔ Past simple میں تیسری فارم + Was, Were

۸۔ Future simple میں تیسری فارم + Will be, Shall be

۹۔ سوالیہ فقروں میں Helping verb کو فقرے کے شروع میں لکھیں۔

۱۰۔ منفی فقروں میں Not کو Helping verb کے بعد لگائیں۔

EXERCISE 25

Present Simple

Is, Are, Am + تیسری فارم

۱۔ مریض کو دوائی دی جاتی ہے۔ ۲۔ گندم سردیوں میں بوئی جاتی ہے۔ ۳۔ کیا سڑک کی ہر سال مرمت کی جاتی ہے؟ ۴۔ ستارے دن کے وقت دکھائی نہیں دیتے۔ ۵۔ کیا اسلم کو ہر روز دگترہ دیا جاتا ہے؟ ۶۔ کیا تمہارا مکان گرا دیا جاتا ہے؟ ۷۔ آگ جلائی جاتی ہے۔ ۸۔ اس کے چھوٹے بھائی کو پانچ روپے جرمانہ ہوتا ہے۔ ۹۔ کیا پاکستان میں ہر منٹ بعد ایک بیوقوف پیدا ہوتا ہے؟ ۱۰۔ کیا لڑکے قطاروں میں بٹھائے جاتے ہیں؟ ۱۱۔ پاکستان کو دنیا میں عزت کی نگاہ سے دیکھا جاتا ہے۔ ۱۲۔ کیا کتا ہر ملک میں پایا جاتا ہے؟ ۱۳۔ آج کل خط ہوائی جہاز کے ذریعے نہیں بھیجے جاتے ہیں۔ ۱۴۔ کیا کپڑے رنگے جاتے ہیں؟ ۱۵۔ ہر مہذب ملک میں ہر سال سڑکیں مرمت کی جاتی ہیں۔

Vocabulary

1. Patient (مریض) 2. Is sown (بوئی جاتی ہے) 4. Repaired (مرمت کی جاتی ہیں) 6. To pull down (گرادیا جاتا ہے) 7. Is lighted (آگ جلائی جاتی ہے) 8. Is fined (جرمانہ کیا جاتا ہے) 9. Fool (بےوقوف), Is born (پیدا ہوتا ہے) 11. Looked upon with respect (عزت کی نگاہ سے دیکھا جاتا ہے) 13. Are dyed (رنگے جاتے ہیں) 15. Civilized country (مہذب ملک), are repaired (مرمت کی جاتی ہیں)

EXERCISE 26

Past Simple Was, Were + (تیسری فارم)

۱۔ آگ پر قابو پا لیا گیا تھا۔ ۲۔ وہ منگل کے روز پیدا ہوا تھا۔ ۳۔ اسے کل پھانسی دی گئی تھی۔ ۴۔ کیا مکان کو آگ لگا دی گئی تھی؟ ۵۔ سعید کو سکول سے نکال دیا گیا تھا۔ ۶۔ ان کا ریلوے اسٹیشن پر استقبال نہیں کیا گیا تھا۔ ۷۔ یورپ کے ملکوں میں مویشیوں کی اچھی طرح دیکھ بھال کی جاتی تھی۔ ۸۔ اس کا مکان گرا دیا گیا۔ ۹۔ میرے چھوٹے بھائی کو پاگل کتے نے کاٹ کھایا۔ ۱۰۔ ہر سال بعد لڑکوں کو ترقی دی جاتی تھی۔ ۱۱۔ ہر مہینے ہمارے گاؤں کے باہر میلہ لگتا تھا۔ ۱۲۔ مجرم کو جج کے سامنے پیش نہیں کیا گیا تھا۔ ۱۳۔ پانی پت کی لڑائی میں کسے شکست ہوئی تھی؟ ۱۴۔ شہر کو دلہن کی طرح سجایا گیا تھا۔ ۱۵۔ کیا اسلم کا نام خارج کر دیا گیا تھا؟

Vocabulary

1. Was controlled (قابو پا لیا گیا) 2. Was born (پیدا ہوا) 3. Was hanged (پھانسی دی گئی) 4. Set on fire (آگ لگا) 5. Turned out (نکال دیا گیا) 6. Were not welcomed (استقبال نہ کیا گیا) 7. Were looked after (دیکھ بھال کی جاتی تھی) 8. Was pulled down (گرا دیا گیا) 9. Mad dog (پاگل کتا) Was bitten (کاٹ لیا گیا) 10. Were promoted (ترقی دی گئی) 11. Was held (لگتا تھا) 12.Culprit (مجرم) 14. Bride (دلہن) 15. Was struck off (خارج کیا گیا)

EXERCISE 27

Future Simple

Will be, Shall be + تیسری فارم

۱۔ قاتل کو کل پھانسی دے دی جائے گی۔ ۲۔ ہر لڑکے کو جرمانہ کیا جائے گا۔ ۳۔ کتے کو کل گولی مار دی جائے گی۔ ۴۔ کیا لڑکوں کو تنگ کیا جائے گا؟ ۵۔ اس سال مکان کی مرمت نہیں کی جائے گی۔ ۶۔ آپ کی سالگرہ کب منائی جائے گی؟ ۷۔ یہ کتاب کب تک چھپ جائے گی؟ ۸۔ وہ جلد ہی گھبرا جائے گا۔ (Active Voice) ۹۔ رات ہونے سے پہلے ہم تھک چکے ہوں گے۔ (Active Voice) ۱۰۔ پرسوں تک مکان گرا دیا جائے گا۔ ۱۱۔ کیا گرمیوں کی تعطیلات کے مدرسہ بند ہو چکا ہوگا؟ ۱۲۔ اسے اگلے سال ترقی مل جائے گی۔ ۱۳۔ اس کوٹ کو کھونٹی پر نہیں لٹکا جائے گا۔ ۱۴۔ چوروں کو گولی کا نشانہ بنا دیا جائے گا۔ ۱۵۔ کیا تمھیں کالج سے نکال دیا جائے گا؟

Vocabulary

1. The killer (قاتل), wil be hanged (پھانسی دی جائے گی) 2. Will be fined (جرمانہ کیا جائے گا) 4. Will be teased (تنگ کیا جائے گا) 5. Will not be repaired (مرمت نہیں کی جائے گی) 6. Birthday (سالگرہ), To celebrate (منانا) 7. Published (چھپ جائے گی) 8. To worry (گھبرا جانا) 10.To pull down (مکان گرانا) 12. To be promoted (ترقی ملنا) 13. Will be pegged (کھونٹی پر لٹکانا) 14. Will be shot at (گولی کا نشانہ بنانا) 15. Will you be expelled from college? (نکال دینا)

Lesson No.14

Passive Voice Tenses

Continuous Tenses (Present, Past Continuous)

MODEL SENTENCES

1.	The eggs are being boiled.	انڈے ابالے جا رہے ہیں۔	1
2.	The snake is being killed.	سانپ مارا جا رہا ہے۔	2
3.	He is not being beaten.	اسے مار نہیں پڑ رہی ہے۔	3

4.	The result is being announced today.	نتیجہ کا اعلان آج کیا جا رہا ہے۔	4
5.	The road is not being repaired.	سڑک کی مرمت نہیں ہو رہی ہے۔	5
6.	Are the rooms being swept?	کیا کمروں میں جھاڑو دیا جا رہا ہے؟	6
7.	The wall was being made.	دیوار بنائی جا رہی ہے۔	7
8.	The house was being searched.	مکان کی تلاشی لی جا رہی تھی۔	8
9	Was a well being dug?	کیا کنواں کھودا جا رہا تھا؟	9
10.	Was the new house being built?	کیا نیا مکان تعمیر ہو رہا تھا؟	10

یاد رکھنے کی باتیں:

۱۔ Present Continuous کا Passive Voice بناتے وقت فعل کی تیسری فارم اور Is, Am, Are کے درمیان "being" لگایا جاتا ہے۔

۲۔ سوالیہ فقروں میں Is, Are , Am کو فاعل سے پہلے لگایا جاتا ہے۔

۳۔ منفی فقروں میں Is, Are, Am اور being کے درمیان Not لگائیں۔

۴۔ Past Continuous کا Passive Voice بناتے وقت فعل کی تیسری فارم اور Was, Were کے درمیان being لگایا جاتا ہے۔

۵۔ سوالیہ فقروں میں Was, Were اور being کے درمیان Not لگائیں۔

EXERCISE 28

Present Continuous

Is, Are, Am + تیسری فارم

۱۔ پانی کنویں سے نکالا جا رہا ہے۔ ۲۔ کمروں میں سفیدی نہیں کی جا رہی ہے۔ ۳۔ کیا گندے انڈوں کو پھینکا جا رہا ہے؟ ۴۔ کیا دشمنوں کا تعاقب نہیں کیا جا رہا ہے؟ ۵۔ کیا امتحان پھر ملتوی کیے جا رہے ہیں؟ ۶۔ کیا گندم کی فصل کاٹی جا رہی ہے؟ ۷۔ کیا پاگل کتوں کو ہلاک نہیں کیا جا رہا ہے؟ ۸۔ کتوں کو کھولا جا رہا ہے۔ ۹۔ کیا تم گھسیٹے نہیں جا رہے ہو؟ ۱۰۔ کیا بلیک مارکیٹ کے خلاف نعرے لگائے جا رہے ہیں؟ ۱۱۔ کیا اسے خواہ مخواہ تنگ کیا جا رہا ہے؟ ۱۲۔ کیا اسے دھوکہ دیا جا رہا ہے؟ ۱۳۔ کیا شہر میں دکانیں نہیں لوٹی جا رہی ہیں؟ ۱۴۔ کتابیں چھاپے خانے میں چھاپی جا رہی ہیں۔ ۱۵۔ ہجوم کو پیچھے دھکیلا جا رہا ہے۔

Vocabulary

1. To draw water (پانی نکالنا) 2. To white wash (سفیدی کرنا) 3. Bad eggs (گندے انڈے) 4. To follow (تعاقب کرنا) 5. To postpone (ملتوی کرنا) 6. To harvest (فصل کاٹنا) 8. To let loose (کھولنا) 9. To pull (گھسیٹنا) 10. Slogans (نعرے) 11. To tease (تنگ کرنا) 12. Is being deceived (دھوکہ دیا جا رہا ہے) 13. To loot (لوٹنا) 14. Publish (چھاپنا) 15. To push (دھکیلنا)

EXERCISE 29

Past Continuous Was, Were + (تیسری فارم)

۱۔ فاختہ کا نشانہ لیا جا رہا تھا۔ ۲۔ بہت سے آوارہ کتوں کو ہلاک کیا جا رہا تھا۔ ۳۔ کیا سعید کو بہت یاد کیا جا رہا تھا؟ ۴۔ کیا مکان کی تلاشی لی جا رہی تھی؟ ۵۔ کیا آج جلسہ ہو رہا تھا؟ ۶۔ کیا میٹرک کا امتحان منعقد ہو رہا تھا؟ ۷۔ کیا شرارتی لڑکوں کو سزا مل رہی تھی؟ ۸۔ کیا قیدیوں سے اچھا سلوک نہیں کیا جا رہا تھا؟ ۹۔ کیا یوم پاکستان منایا جا رہا تھا؟ ۱۰۔ کیا شہر کو دلہن کی طرح سجایا جا رہا تھا؟ ۱۱۔ کیا مویشیوں کو چارہ کھلایا جا رہا تھا؟ ۱۲۔ کیا تمہیں انگریزی پڑھائی جا رہی تھی؟ ۱۳۔ کیا کتابوں کو آگ لگائی جا رہی تھی؟ ۱۴۔ کیا مکان کی مرمت ہو رہی تھی؟ ۱۵۔ اسے خواہ مخواہ پریشان کیا جا رہا تھا۔

Vocabulary

1. To aim at (نشانہ لینا) 2. Stray dogs (آوارہ کتے) 3. To remember (یاد کرنا) 4. To search (تلاشی لینا) 5. Public meeting (جلسہ) 6. To hold (منعقد کرنا) 7. Naughty boys (شرارتی لڑکے) 8. Prisoners (قیدی) 9. Independence day (یوم پاکستان) 10. To decorate (سجانا) 11. The cattle (مویشی), Fodder (چارہ), To serve (کھلانا) 13. Set on fire (آگ لگانا) 15. To worry (پریشان کرنا) , Without reason (خوامخواہ)

Lesson No.15

Passive Voice Tenses

Perfect Tenses (Present, Past, Future)

MODEL SENTENCES

1.	I **have been** punished.	مجھے سزا مل چکی ہے۔	1
2.	New clothes **have been** stolen.	نئے کپڑے چوری ہو گئے ہیں۔	2
3.	The thief **has not been** caught.	چور پکڑا نہیں گیا۔	3
4.	**Has** the building **been** constructed?	کیا عمارت بن چکی ہے؟	4
5.	Your result **had been** declared.	تمہارا نتیجہ نکل چکا تھا۔	5
6.	He **had not been** dismissed from service.	وہ نوکری سے موقوف نہیں کیا گیا تھا۔	6
7.	Bano **had not been** married before he died.	اس کے مرنے سے پہلے بانو کی شادی نہیں ہوئی تھی۔	7
8.	**Will** the meeting **have been** pastponed?	کیا جلسہ منتشر کر دیا ہو گا؟	8
9.	The work **will have been** finished till tomorrow.	کل تک کام ختم ہو چکا ہو گا۔	9
10	It **will have been** rained before the sun rises.	سورج نکلنے سے پہلے بارش ہو چکی ہو گی۔	10

یاد رکھنے کی باتیں:

۱۔ فعل کی تیسری فارم کے ساتھ Has been یا **Have been** لگانے سے فعل ماضی قریب مجہول بن جاتا ہے۔
۲۔ نفی فقروں میں Has یا Have کے بعد Not لگایا جاتا ہے۔
۳۔ سوالیہ فقروں میں Has یا Have کو فاعل سے پہلے لے آتے ہیں۔
۴۔ Past Perfect کا Passive Voice بناتے وقت **had been** کے ساتھ تیسری فارم لگائیں۔
۵۔ سوالیہ فقرہ بناتے وقت had فقرے کے شروع میں لے آئیں۔
۶۔ نفی فقرہ بناتے وقت had کے بعد not لگائیں۔
۷۔ Future Perfect کا Passive Voice بناتے وقت **Will have been** یا **Shall have been** کے ساتھ تیسری فارم لگائیں۔ will has been یا **shall has been** کا انگریزی زبان میں کوئی وجود نہیں ہے۔
۸۔ سوالیہ فقرہ بناتے وقت صرف Will اور Shall کو فقروں کے شروع میں لگائیں۔
۹۔ نفی فقرہ بناتے وقت Will اور Shall کے بعد not لگائیں۔

EXERCISE 30

Present Perfect

Has been, Have been + تیسری فارم

۱۔ آپ کو ترقی دے دی گئی ہے۔ ۲۔ تمہاری کتاب واپس کر دی گئی ہے۔ ۳۔ پاگل کتا مار دیا گیا ہے۔ ۴۔ جلسہ ملتوی کر دیا گیا ہے۔ ۵۔ کیا آگ بجھائی جا چکی ہے؟ ۶۔ کیا مکان جل کر راکھ ہو گیا ہے؟ ۷۔ کیا تمہارے وہاں پہنچنے سے پہلے مکان نیلام کر دیا گیا ہے؟ ۸۔ اس کی بہن کو آپریشن کیلئے ہسپتال داخل کروا دیا گیا ہے۔ ۹۔ کیا تمام خطوط تقسیم کر دیے گئے ہیں؟ ۱۰۔ کیا کمروں کو سفیدی کر دی گئی ہے؟ ۱۱۔ میرے سکول آنے سے پہلے حاضری لگائی جا چکی ہے۔ ۱۲۔ تمام لوگوں کو حج پر بھیج دیا گیا ہے۔ ۱۳۔ کیا تمہارے بال کاٹ دیے گئے ہیں؟ ۱۴۔ کیا اس کے کنبے کے تمام افراد قتل کر دیے گئے ہیں؟ ۱۵۔ کیا کار کرایہ پر لے لی گئی ہے؟

Vocabulary

1. Promoted (ترقی دے دی گئی ہے) 4. Postponed (ملتوی کر دیا گیا) 5. Put out (آگ بجھانا) 6. Burnt to ashes (جل کر راکھ ہونا) 7. auctioned (نیلام کر دیا گیا) 10. Have been white washed (سفیدی کر دی گئی ہے) 11.Roll call has been taken (حاضری لگائی جا چکی ہے) 12. Pilgrimage (حج) 15. Rented (کرائے پر لے لی گئی)

EXERCISE 31

Past Perfect (Passive Voice) had + تیسری فارم

۱۔ پل کی مرمت نہیں ہوئی تھی۔ ۲۔ استری کرنے سے پہلے کپڑے خشک کیے جا چکے تھے۔ ۳۔ وہاں پہنچنے سے پہلے لڑکوں کا امتحان لیا جا چکا تھا۔ ۴۔ کیا وہ گرفتار ہو چکا تھا؟ ۵۔ کیا مجھے سزا مل چکی تھی؟ ۶۔ سورج نکلنے سے پہلے پھول توڑے جا چکے تھے۔ ۷۔ آپ کے آنے سے پہلے گانا گایا جا چکا تھا۔ ۸۔ یہ کتاب پہلے ہی خریدی جا چکی تھی۔ ۹۔ کیا اس سے پہلے بھی احمد کو جرمانہ ہوا تھا؟ ۱۰۔ میرے سکول جانے سے پہلے حاضری لگائی جا چکی تھی۔ ۱۱۔ گائے کا دودھ دوہا گیا تھا۔ ۱۲۔ کیا موسم گرما کی تعطیلات سے پہلے نصاب ختم نہیں کر دیا گیا تھا؟ ۱۴۔ میرے جوتے مرمت کر دیے گئے تھے۔ ۱۵۔ اسے کل ہی تنبیہ کر دی گئی تھی؟

Vocabulary

1. Bridge (پل), To repair (مرمت کرنا) 2. To Iron (استری کرنا) 3. To give a test (امتحان لینا) 6.To pluck flowers (پھول توڑنا) 8. Already (پہلے ہی) 9.To fine (جرمانہ کرنا) 10. To take the attendance, To call the roll (حاضری لینا) 11. To milk (دودھ دوہنا) 12. Syllabus (نصاب) 14. To repair shoes (جوتے مرمت کرنا) 15. To warn (تنبیہ کرنا)

EXERCISE 32

Future Perfect (Passive Voice)

Will have been + تیسری فارم Shall have been + تیسری فارم

۱۔ کل تک کام ختم ہو چکا ہوگا۔ ۲۔ پولیس کے پہنچنے سے پہلے وہ مارا جا چکا ہوگا۔ ۳۔ کل تک قرضہ ادا ہو چکا ہوگا۔ ۴۔ رات ہونے سے پہلے ہم تھک چکے ہوں گے۔ ۵۔ اس وقت تک کرکٹ کا میچ کھیلا جا چکا ہوگا۔ ۶۔ میرے آنے سے پہلے دفتر بند ہو چکا ہوگا۔ ۷۔ اس کے حساب کی پڑتال ہو چکی ہوگی۔ ۸۔ اس وقت تک ان کے مکان پر قبضہ ہو چکا ہوگا۔ ۹۔ پولیس کے پہنچنے سے پہلے چور پکڑا جا چکا ہوگا۔ ۱۰۔ صبح ہونے سے پہلے اسے پھانسی لگ چکی ہوگی۔ ۱۱۔ اس وقت تک انہیں حج پر بھیج دیا ہوگا۔ ۱۲۔ اس کے آنے سے پہلے پھول توڑے جا چکے ہوں گے۔ ۱۳۔ دس تاریخ تک یہ رسالہ چھپ چکا ہوگا۔ ۱۴۔ سورج نکلنے سے پہلے کھانا کھایا جا چکا ہوگا۔ ۱۵۔ آم لاہور بھیجے جا چکے ہوں گے۔ ۱۶۔ کیا دروازوں کو روغن ہو چکا ہوگا؟

Vocabulary

3. To pay the debt (قرضہ ادا کرنا) 4. To tire (تھک جانا) 5. To close (بند ہونا) 7. Account (حساب), To check (پڑتال کرنا) 8. To occupy (قبضہ کرنا) 10. To hang, hanged, hanged (پھانسی لگ جانا) 11. To send (بھیجنا), Pilgrimage (حج) 12. To pluck (توڑنا) 31. To publish (چھپنا) 16. To paint (روغن کرنا)

نوٹ: مندرجہ ذیل Passive Voice کے Tenses نہیں بنتا۔

1. Future Continuous.
2. Present Perfect Continuous
3. Past Perfect Continuous.
4. Future Perfect Continuous.

EXERCISE 33

Revision of Passive Voice Tenses

۱۔ کھیتوں میں بیج بوئے جاتے ہیں۔ ۲۔ آم ملتان بھیجے جاتے ہیں۔ ۳۔ سڑک بنائی جاتی تھی۔ ۴۔ مکان فروخت کیا جا چکا تھا۔ ۵۔ لڑکوں کو سزا دی جائے گی۔ ۶۔ سانپ کو کچل دیا گیا۔ ۷۔ کیا مکان کو سفیدی کی جا رہی تھی؟ ۸۔ لوگوں کو تماشہ دکھایا جا چکا ہوگا۔ ۹۔ یہودیوں کو شکست دی جائے گی۔ ۱۰۔ کیا تمہیں دھوکہ دیا جا رہا تھا؟ ۱۱۔ کیا سپاہی میدان جنگ میں مارے جاتے ہیں۔ ۱۲۔ اس ہفتے تمام ملک میں درخت لگائے جا رہے ہیں۔ ۱۳۔ ملزم کو سزا دی جا رہی تھی۔ ۱۴۔ کیا مویشیوں کو ہلاک کیا جائے گا؟ ۱۵۔ کیا ڈاکٹر کو بلایا جائے گا؟

Vocabulary

1. Seeds (بیج), To sow (بوئے جانا) 6. Snake (سانپ), To crush (کچل دینا) 7. White wash (سفیدی کرنا) 8.Feat (کرتب، تماشہ) 9.Jews (یہودی), To defeat (شکست دینا) 10. To deceive (دھوکہ دینا) 12.To plant (درخت لگانا) 13. Accused (ملزم) 14. Cattle (مویشی) 15. To send for (بلانا)

EXERCISE 34

۱۔ درختوں کو گرایا جا چکا ہے۔ ۲۔ شام تک مضمون لکھا جا چکا ہوگا۔ ۳۔ جلسہ ختم ہونے سے پہلے تقریر لکھی جا چکی ہوگی۔ ۴۔ اکبر کو مدرسے بھیجا جا رہا تھا۔ ۵۔ کیا ہمارا دروازہ کھٹکھٹایا نہیں جا رہا تھا؟ ۶۔ کوٹ کھونٹی پر لٹکایا گیا۔ ۷۔ اس کا نام رجسٹر سے خارج ہو گیا ہے۔ ۸۔ کیا اس کا مال نیلام ہو گیا ہے؟ ۹۔ میری تمام امیدیں خاک میں مل گئیں۔ ۱۰۔ کیا وہ سوکھ کر کانٹا ہو گیا ہے؟ ۱۱۔ میرا دل باغ باغ ہو گیا۔ ۱۲۔ آٹا منوں کے بھاؤ بکتا ہے۔ ۱۳۔ وہ بڑے ناز و نعم میں پلا۔ ۱۴۔ چور چوری کرتے پکڑا گیا۔ ۱۵۔ کیا اسے نوکری سے جواب مل گیا ہے؟

Vocabulary

1. Felled down (گرایا جا چکا) 5. Knocked (کھٹکھٹایا جانا) 6. To hang, hung, hung (لٹکانا), Peg (کھونٹی) 7. To strike off (خارج کرنا) 8. Goods (سامان), To auction (نیلام ہونا) 9. To dash to the ground (خاک میں مل جانا) 10. To reduce to skeleton (سوکھ کر کانٹا ہونا) 11. To be over joyed (دل باغ باغ ہونا) 12. Sell by maund (منوں کے حساب سے بکنا) 14. To bring up (پالنا، پلنا), In luxury (ناز و نعم سے) 14. To dismiss (نوکری سے جواب ملنا)

EXERCISE 35

Test based on mixed Tenses

(Active Voice and Passive Voice)

Mixed together

Translate the following sentences into English.

Please also identify the tense.

۱۔ کیا ماں بچے کو لوری نہیں دے رہی ہے؟ ۲۔ کیا بچہ انگوٹھا چوس رہا تھا؟ ۳۔ کیا یہ کتا دیوانہ ہو گیا ہے؟ ۴۔ یہ امتحانی پرچہ کس نے بنایا ہے؟ ۵۔ کیا وہ نقل کرنے کی وجہ سے سکول سے نکال دیا جائے گا؟ ۶۔ کرسیوں پر پالش کی جا رہی تھی۔ ۷۔ آپ کی سفارش سے پہلے اسے اگلی کلاس میں چڑھا دیا گیا تھا۔ ۸۔ کیا اگلے اتوار تک میں صحت یاب ہو جاؤں گا؟ ۹۔ کیا اس کی تمام تجاویز رائیگاں نہیں گئیں؟ ۱۰۔ خوانچہ والا سارا دن شہر میں نہیں گھومتا رہا تھا۔ ۱۱۔ جلسہ ختم ہونے سے پہلے تقریر کی جا چکی ہوگی۔ ۱۲۔ ہرن شکاری کی پہلی گولی سے ہی مارا گیا۔ ۱۳۔ تم نے امتحان میں کتنے سوال حل کیے؟ ۱۴۔ آپ کو میرا نام کیسے معلوم ہوا؟ ۱۵۔ تم نے اس مسئلے کو کیسے حل کیا؟ ۱۶۔ کیا لڑکے قطاروں میں بٹھائے جاتے ہیں؟ ۱۷۔ اس کا مکان گرا دیا گیا۔ ۱۸۔ سعید کو بے قاعدگی کی وجہ سے سکول سے نکال دیا گیا تھا۔ ۱۹۔ تمہاری صحت کب سے خراب ہو رہی تھی؟ ۲۰۔ وہ کافی مدت سے غریبوں کا علاج مفت کر رہا تھا۔ ۲۱۔ اسے کب سے بخار آ رہا تھا؟ ۲۲۔ حقیقت جاننے سے پہلے مجھے تین دفعہ دھوکہ دیا گیا تھا۔ ۲۳۔ کیا تم نے خطوط بانٹ دیے ہیں۔ ۲۴۔ وہ نوکری سے موقوف نہیں کیا گیا ہے۔ ۲۵۔ گائے کا دودھ دوہا گیا تھا۔

Vocabulary

1. To lull (لوری دینا), 2. thumb (انگوٹھا), To suck (چوسنا), 3. To go mad (دیوانہ ہونا), 4. To set the paper (پرچہ بنانا), 5. for copying (نقل کرنا), To turn out (نکال دینا), 6. To polish (پالش کرنا), 7. recommendation(سفارش), To be promoted to the next class (اگلی کلاس میں ترقی دینا), 8. To recover (صحت یاب ہونا), 9. To end in smoke (تجویز رائیگاں جانا), 10. The vendor (خوانچہ فروش), To wander (گھومنا), 11. public meeting (جلسہ), To deliver (تقریر کرنا), 12. deer (ہرن), first shot (پہلی گولی), 13. To solve (سوال حل کرنا), 16. rows (قطار), To be seated (بٹھایا جانا), 17. pull down (مکان گرانا), 18. To strike off (نکالنا), irregularity (بے قاعدگی), 19. since how long (کب سے), To run down (صحت کا خراب ہونا), 20. To treat (علاج کرنا), 21. since how long (کب سے), 22. thrice (تین دفعہ), To deceive (دھوکہ دینا), To know the reality (حقیقت جاننا), 23. To deliver the letters (خطوط بانٹنا), 24. To dismiss (موقوف کرنا), 25. To milk (دودھ دینا).

PART-IV

Lesson No. 16

The use of "IT"

1. It is morning.	صبح کا وقت ہے۔
2. It is dusty.	گرد و غبار ہے۔
3. Is it clear?	کیا مطلع صاف ہے؟
4. It is pleasant today.	موسم خوشگوار ہے۔

موسم کے فقروں سے پہلے It کو بطور فاعل استعمال کیا جاتا ہے۔

5. It is five now.	اب پانچ بجے ہیں۔
6. It is the first of April today.	آج اپریل کی پہلی تاریخ ہے۔
7. It is eleven by my watch.	میری گھڑی پر گیارہ بجے ہیں۔

وقت کو ظاہر کرنے کے لئے It کو بطور فاعل استعمال کریں۔

8. It is our duty to love our country.	ہمارا فرض ہے کہ اپنے ملک سے محبت کریں۔
9. It is not the way of good boys to abuse others.	دوسروں کو گالیاں دینا اچھے لڑکوں کا شیوہ نہیں۔
10. Is it Hamid who did this?	کیا حمید نے یہ کام کیا ہے؟

کبھی کبھی It کو Personal Pronouns کے لئے بھی استعمال کیا جاتا ہے

EXERCISE 36

۱۔ آج بارش کا دن ہے۔ ۲۔ کیا آج بہت گرمی ہے؟ ۳۔ کیا بارش نہیں برس رہی؟ ۴۔ آج کیسا خوشگوار دن ہے؟ ۵۔ ٹھنڈی ٹھنڈی ہوا چل رہی ہے۔ ۶۔ دن ڈھلنے میں دس منٹ باقی ہیں۔ ۷۔ آج جمعہ کا دن ہے۔ ۸۔ کل اکتوبر کی پانچ تاریخ ہے۔ ۹۔ کیا باہر تیز ہوا چل رہی ہے؟ ۱۰۔ میری گھڑی پر گیارہ بجے ہیں۔ ۱۱۔ کیا صبح ہو گئی ہے؟ ۱۲۔ رات ہو گئی ہے، اب باہر نکلنا مشکل ہے۔ ۱۳۔ کل سخت گرمی تھی۔ ۱۴۔ کیسا عمدہ منظر ہے! ۱۵۔ مجھے یہ کام ختم کرنے میں دو گھنٹے لگیں گے۔

Vocabulary

1. rainy day (بارش کا دن), 4. How pleasant (کیسا خوشگوار), 5. To blow (تیز ہوا چلنا), 14. fine scene (عمدہ منظر), 15. It will take me two hours to finish this work. (مجھے یہ کام ختم کرنے میں دو گھنٹے لگیں گے)

EXERCISE 37

۱۔ ڈاکٹر کو بلانا بے سود ہے۔ ۲۔ کیا یہ شرم کی بات نہیں کہ تم جھوٹ بولتے ہو؟ ۳۔ محتاجوں کی مدد کرنا ہمارا فرض ہے۔ ۴۔ اب اندھیرا ہو گیا ہے، آؤ گھر چلیں۔ ۵۔ گرمیوں میں ہر ہفتے بارش ہوتی ہے۔ ۶۔ ان حالات میں میرا وہاں جانا مناسب نہیں۔ ۷۔ بڑوں کا ادب کرنا ہمارا فرض ہے۔ ۸۔ کھلی ہوا میں ورزش کرنا صحت کے لئے ضروری ہے۔ ۹۔ سب کو معلوم ہے کہ پاکستان کسی سے لڑنا نہیں چاہتا۔ ۱۰۔ تم ہی تو تھے جس نے مجھے امتحان نہ دینے دیا۔ ۱۱۔ یہ سنی سنائی بات ہے کہ پولیس نے اکرم کو گرفتار کر لیا ہے۔ ۱۲۔ افسوس کی بات ہے کہ بڑے لوگ بھی جھوٹ بولتے ہیں۔ ۱۳۔ کیا تمہارا فرض نہیں کہ آڑے وقت میں اپنے دوست کی مدد کرو۔ ۱۴۔ یہ میں ہی تھا جس نے تمہاری خاطر اپنی زندگی خطرے میں ڈال دی۔ ۱۵۔ آپ کا تشریف لانا میرے لئے باعث فخر ہے۔

Vocabulary

1. useless (بے سود), 2. shameful (شرم کی بات), 6. in such circumstances (ان حالات میں), proper (مناسب), 7. To respect (ادب کرنا), 10. did not allow me (نہ دینے دیا), 11. hearsay (سنی سنائی بات), 12. It is very sad (افسوس کی بات), respectable people (بڑے لوگ), 13. difficult (مشکل، آزادوقت), 15. matter of pride (باعث فخر)

Lesson No. 17

Imperative Sentences (حکمیہ فقرے)

MODEL SENTENCES

1. Put on neat and clean clothes.	صاف ستھرے کپڑے پہنو۔
2. Stand in the corner.	اس کونے میں کھڑے ہو جاؤ۔
3. Fetch a glass of water for me.	میرے لئے پانی کا گلاس لاؤ۔
4. Do not waste your time.	اپنا وقت ضائع نہ کرو۔
5. Trust in God and do the right.	خدا پر بھروسہ رکھو اور نیک کام کرو۔
6. Please, speak a bit louder.	مہربانی فرما کر ذرا اونچا بولو۔
7. Lace up your boots.	بوٹوں کے تسمے کس لو۔
8. Do not believe in hearsay.	سنی سنائی بات پر اعتبار نہ کرو۔
9. Trust in God.	خدا پر بھروسہ رکھو۔
10. Do not pluck flowers.	پھول مت توڑو۔

یاد رکھنے کی باتیں

۱۔ حکمیہ فقروں میں کام کے کرنے یا نہ کرنے کی التجا، تجویز یا حکم پایا جاتا ہے۔

۲۔ ایسے فقروں میں فاعل نہیں لکھا جاتا ہے۔ البتہ You کو فاعل فرض کر لیا جاتا ہے۔ مثلاً
"صاف ستھرے کپڑے پہنو" سے مراد ہے کہ تم صاف ستھرے کپڑے پہنو۔

۳۔ اپنے کی انگریزی Your ہوتی ہے۔ مثلاً "اپنی زبان کو لگام دو" کا ترجمہ Hold your tongue ہوگا۔ اس میں لفظ Your اپنے پاس سے لکھیں۔

۴۔ فقرے کی ابتداء فعل کی پہلی فارم سے کریں۔

۵۔ جب فقرہ منفی ہو تو فعل سے پہلے Do not لگائیں۔

۶۔ حکمیہ فقروں میں سوالیہ فقرے نہیں ہوتے۔

EXERCISE 38

۱۔ اپنے والدین کا کہا مانو۔ ۲۔ کچے پھل مت کھاؤ۔ ۳۔ میرے لئے چائے کی پیالی لاؤ۔ ۴۔ آج کا کام کل پر مت چھوڑو۔ ۵۔ لیمپ کی بتی کم کر دو۔ ۶۔ غریبوں کا مذاق مت اڑاؤ۔ ۷۔ اپنی زبان قابو میں رکھو۔ ۸۔ یہ تولیہ نچوڑ دو۔ ۹۔ جہاں تک ممکن ہو بروں کی صحبت سے بچو۔ ۱۰۔ بوڑھے والدین کے ساتھ نرمی سے بات کرو۔ ۱۱۔ تکلف نہ کرو۔ ۱۲۔ کسی کا دل نہ دکھاؤ۔ ۱۳۔ صبح سویرے اٹھ کر نماز پڑھو۔ ۱۴۔ پہلے بات کو تولو پھر بولو۔ ۱۵۔ جتنی چادر ہو اتنے ہی پاؤں پھیلاؤ۔ ۱۶۔ جو کچھ وہ کہتا ہے اس کا برا مت مناؤ۔ ۱۷۔ جناب مہربانی کر کے میرے ساتھ ناراض مت ہوں۔ ۱۸۔ اوپر کا بٹن بند کرو۔ ۱۹۔ میری کاپی سے ورق نہ پھاڑو۔ ۲۰۔ اپنا وعدہ مت بھولو۔

Vocabulary

2. unripe fruit (کچے پھل), 4. do not put off till tomorrow what you can do today (آج کا کام کل پر مت چھوڑو), 5. trim the wick of the lamp (لیمپ کی بتی کتر ڈالو), 6. laugh at (مذاق اڑانا), 7. hold your tongue (اپنی زبان قابو میں رکھو), 8. wring (نچوڑنا), 9. as far as possible (جہاں تک ممکن ہو) , avoid (بچو) , 10. politely (نرمی سے) , 11. don't be formal (تکلیف نہ کرو) , 12. injure the feelings (دل دکھانا), 14. look before you leap (پہلے بات کو تولو پھر بولو), 15. cut your coat according to your cloth (جتنی چادر ہو اتنے ہی پاؤں پھیلاؤ), 16. whatever he says, do not mind (برا مت مناؤ), 17. do not be cross with me (ناراض ہونا), 18. To fasten (بند کرنا), upper button (اوپر کا بٹن), 19. To tear the leaf (ورق پھاڑنا),

Lesson NO. 18

The Use of Let

MODEL SENTENCES

1. **Let him** throw the ball.	اسے گیند پھینکنے دو (اجازت)۔
2. **Let him** come in.	اسے اندر آنے دو (اجازت)۔
3. **Let him** smoke.	اسے سگریٹ پینے دو (اجازت)
4. **Let her** do her work.	اس لڑکی کو اپنا کام کرنے دو۔
5. **Let him** tether the cow.	اسے گائے باندھنے دو۔
6. **Do not let him** pluck the flowers.	اسے پھول مت توڑنے دو۔
7. **Let us** bask in the sun.	آؤ دھوپ میں بیٹھیں۔
8. **Let us** ride a car.	آؤ کار کی سیر کریں۔
9. **Let us** play cards.	آؤ تاش کھیلیں۔
10. **Let us** enjoy ourselves.	(آؤ آج مزے کریں)

یاد رکھنے کی باتیں

۱۔ جب فقرے میں ایک شخص کسی دوسرے شخص کو کسی کام کرنے کی اجازت دیتا ہے تو شروع میں Let استعمال ہوتا ہے۔

۲۔ Let کے ساتھ فعل کی پہلی فارم لگائیں۔

۳۔ Let کے ساتھ Pronoun کی مفعولی حالت لکھیں۔

۴۔ Pronoun کی فاعلی حالت **I, We, You, He, She, They**

Pronoun کی مفعولی حالت **Me, Us, You, Him,Her, Them,**

مجھے خط لکھنے دو (غلط ہے) **Let I write a letter.**

(صحیح ہے) **Let me write a letter.**

Let کے ساتھ ہمیشہ Me, Us, You, Him, Them وغیرہ لگائیں۔

۵۔ اگر کسی کام کی اجازت نہ دینا مقصود ہو تو Let سے پہلے **Do not** لگائیں۔

۶۔ اگر کسی فقرے میں مل کر کام کرنے کا اشارہ ہو۔ مثلاً "آؤ کرکٹ کھیلیں۔" تو ایسے فقروں میں ہمیشہ **Us** لگتا ہے۔ جیسے:۔ **Let us play cricket.**

EXERCISE 39

۱۔ آؤ سیر کے لئے باغ میں چلیں۔ ۲۔ مجھے تکلف کرنے دو۔ ۳۔ اسے یہ گرہ کھولنے دو۔ ۴۔ آؤ قسمت آزمائیں۔ ۵۔ آؤ اپنے اپنے کام پر لگ جائیں۔ ۶۔ کسی کو اس راستے سے نہ گزرنے دو۔ ۷۔ اسے میری بات سننے دو۔ ۸۔ درزی سے کہو کہ وہ میرا ناپ لے۔ ۹۔ اس نے مجھے کہا کہ محنت کرو۔ ۱۰۔ شہد کی مکھی کو پھول کے قریب مت جانے دو۔ ۱۱۔ شرارتی لڑکوں کو کالج میں مت داخل ہونے دو۔ ۱۲۔ آؤ سب پاکستان کی ترقی کے لئے کام کریں۔ ۱۳۔ مجھے قمیض کا بٹن بند کرنے دیں۔ ۱۴۔ اس نے اپنے چھوٹے بھائی سے کہا کہ وہ اس کے لئے چائے کا کپ لائے۔ ۱۵۔ آؤ اپنی پیاس بجھائیں۔ ۱۶۔ بچے کو مت رونے دو۔ ۱۷۔ مجھے کام ختم کر لینے دو۔ ۱۸۔ اسے اپنی کمی پوری کرنے دو۔ ۱۹۔ اسے یہ ٹکڑو نہ پھیلنے دو۔ ۲۰۔ آؤ سیدھے راستے سے چلیں۔

VOCABULARY

2.stand on ceremony (تکلف کرنا) 4. try luck (قسمت آزمانا)5. To do our duty (اپنے کام پر لگ جانا) 6. pass through (گزرنے دینا)7. To listen (سننا)8. Take a measure of me (میرا ناپ لینا) 10. bee(شہد کی مکھی) 11. naughty boys (شرارتی لڑکے) 12. progress (ترقی) 13. To button (بٹن لگانا) 15. To quench (پیاس بجھانا)19. To make up the deficiency (کمی پوری کرنا) 20 short cut (سیدھا راستہ), adopt OR follow (چلیں).

LESSON NO. 19

The Use of Has to, Have to, and Had to.

MODEL SENTENCES

I have to take bath daily.	۱۔ مجھے ہر روز نہانا پڑتا ہے۔
He has to get up early in the morning.	۲۔ اسے ہر روز صبح سویرے اٹھنا پڑتا ہے۔
I had to lift that burden.	۳۔ مجھے یہ بوجھ اٹھانا پڑتا تھا۔
Have we to obey our teachers?	۴۔ کیا ہمیں اساتذہ کا کہنا ماننا پڑتا ہے؟
You will have to sell the scooter.	۵۔ تمہیں اپنا سکوٹر بیچنا پڑے گا۔
Will you have to stand in the sun?	۶۔ کیا تمہیں دھوپ میں کھڑا رہنا پڑے گا؟

یاد رکھنے کی باتیں

۱۔ مجبوری کے تحت کام کرنے کے لئے "کرنا پڑتا ہے، پڑتا ہے۔ پڑتا تھا، اور پڑے گا" استعمال کیا جاتا ہے۔

۲۔ Present Tense میں اگر مجبوری پائی جائے تو Have to, Has to استعمال کریں۔

I. we, you, they (اور جمع الفاظ)=Have to + پہلی فارم

He, she, It (واحد الفاظ)= Has to + پہلی فارم

۳۔ Past Tense میں اگر مجبوری پائی جائے تو Had to تمام فاعلوں کے ساتھ لگائیں۔

۴۔ Future Tense میں اگر مجبوری پائی جائے تو Will have to اور Shall have to لگائیں۔

I, We = Shall have to + پہلی فارم

You, He, She (کسی شخص یا جگہ کا نام) = Will have to + پہلی فارم

Warning:-

انگریزی زبان میں Will has to یا Shall has to بالکل استعمال نہیں ہوتے۔ نہ ہی ان کا کوئی وجود ہے اس لئے الفاظ کو کسی فقرے میں مت استعمال کریں۔

سوالیہ فقرہ بناتے وقت صرف Shall, Will, Have, Has اور Had کو فاعل سے پہلے لگائیں۔

EXERCISE 40

۱۔ مجھے ہر روز ڈاکٹر کے پاس جانا پڑتا ہے۔ ۲۔ رشید کو ہر مہینے کم از کم دو روپے جرمانہ ادا کرنا پڑتا ہے۔ ۳۔ اسے ہر چار گھنٹے بعد دوائی کی خوراک پلانی پڑتی ہے۔ ۴۔ انھیں یہ دریا ہر روز عبور کرنا پڑتا ہے۔ ۵۔ مجھے ہر روز سبق یاد کرنا پڑتا ہے۔ ۶۔ لڑکوں کو ہر روز ورزش کرنی پڑتی ہے۔ ۷۔ تمھیں یہ تکلیف برداشت کرنا پڑے گی۔ ۸۔ کیا ڈاکٹر صاحب کو مریض کی نبض دیکھنی پڑتی ہے؟ ۹۔ کیا امتحان کے دنوں میں اسے ہر روز صبح سویرے اٹھنا پڑتا ہے؟ ۱۰۔ میرے نوکر کو ہر شام گائے کا دودھ دوہنا پڑتا ہے۔ ۱۱۔ مجھے یہ راز فاش کرنا پڑے گا۔ ۱۲۔ ہندوستان کو بالآخر ٹکڑے ٹکڑے ہونا پڑے گا۔ ۱۳۔ اسے اپنا مکان نیلام کرنا پڑے گا۔ ۱۴۔ کیا تمھیں اس فنڈ میں چندہ دینا پڑے گا؟ ۱۵۔ اسے جلسے میں رسوا ہونا پڑے گا۔

VOCABULARY

To visit (جانا)2. To pay a fine (جرمانہ ادا کرنا)3. To take a dose of medicine (دوائی کی خوراک)4. To cross (عبور کرنا)5. To learn(یاد کرنا)7. To bear (برداشت کرنا)8. To feel the pulse (نبض دیکھنا)10. To milk the cow (گائے کا دودھ دوہنا)11. To betray the secret (راز فاش کرنا)12. To dismember (ٹکڑے ٹکڑے کرنا) 13. To auction (نیلام کرنا)14. To subscribe (چندہ دینا)15. To be humiliated (رسوا ہونا پڑے گا)

Lesson No. 20

Conditional Sentences (شرطیہ جملے)

Model Sentences

If you work hard you will gain. OR

۱۔ اگر تم محنت کرو گے تو پھل پاؤ گے۔

If you **work hard,** you **will** get reward.

If you go to Lahore, you **will bring** toys for me.

۲۔ اگر تم لاہور جاؤ گے تو میرے لیے کھلونے لاؤ گے۔

۳۔ اگر تم باقاعدہ سکول نہیں آؤ گے تو سزا پاؤ گے۔

If you **do not** come to school regularly, you **will be** punished.

۴۔ اگر تم نے نقل کی تو سزا ملے گی۔

If you **copied,** you **would be** punished.

۵۔ اگر میں نے کوئی نئی ٹوپی دیکھی تو تمہارے لیے خریدوں گا۔

If I **saw** a new cap, I **would** buy it for you.

۶۔ اگر وہ تیز دوڑتا تو ہسپتال پہنچ جاتا۔

If he **had run** fast, he **would have** reached the hospital.

۷۔ اگر وہ محنت کرتا تو پاس ہو جاتا۔

If he **had worked** hard, he **would have** passed.

۸۔ اگر میں تمہاری جگہ ہوتا تو اسے اندر نہ آنے دیتا۔

If I **had been** in your place, I **would not have** let him in.

۹۔ اگر میں اسے دیکھ لیتا تو فوراً پہچان لیتا۔

If I **had seen** you, I **would have recognized** him at once.

۱۰۔ اگر میں امیر ہوتا تو غریبوں کی مدد کرتا۔

If I **had been** rich, I **would have** helped the poor.

یاد رکھنے کی باتیں

۱۔ شرطیہ جملوں کے دو حصے ہوتے ہیں۔ ایک حصہ شرطیہ کا ہوتا ہے اور اردو میں "اگر" کے ساتھ شروع ہوتا ہے۔ دوسرا حصہ جزا کا ہوتا ہے جو عام طور پر "تو" سے شروع ہوتا ہے۔

ترجمہ کرنے کا طریقہ۔ شرطیہ جملے تین طرح کے ہوتے ہیں۔

فقروں میں پہلے حصے کو Present Indefinite یا سادہ Present میں ترجمہ کریں جب کہ دوسرے حصے کو Future Indefinite میں ترجمہ کریں۔

۲۔ "اگر اس نے محنت کی تو پاس ہو جائے گا۔" پہلے حصے میں Past Tense ہوتا ہے دوسرے حصہ میں مستقبل۔ ایسے فقروں کے پہلے حصے کو Past Tense اور دوسرے حصے کو پہلی فارم + Would کے ساتھ کریں۔

۳۔ "اگر وہ محنت کرتا تو پاس ہو جاتا"۔ ایسے فقروں میں پہلے حصے کو تیسری فارم + Had اور دوسرے حصے میں تیسری فارم + would have اور تیسری فارم + Should have کے ساتھ کریں۔ مثلاً

اگر وہ محنت کرے گا تو پاس ہو جائے گا۔

(پہلی قسم)

If he **works hard**, he will pass.

(Present indefinite) (Future Indefinite)

اگر اس نے محنت کی تو پاس ہو جائے گا۔

(دوسری قسم)

If he **worked hard**, he **would** pass.

(Past Indefinite) **(would + پہلی فارم)**

اگر وہ محنت کرتا تو پاس ہو جاتا۔

(تیسری قسم)

If he **had worked hard**, he **would have** passed.

(Had + تیسری فارم) **(would have + تیسری فارم)**

Warning :-

۱۔ اردو میں لفظ "تو" کا انگریزی میں Then ترجمہ کرنا غلط ہے۔

۲۔ اگر شرط والے حصے میں منفی آئے تو Not کو **Helping verb** کے بعد لگائیں۔

۳۔ اگر جزا والے حصے میں منفی آئے تو Not کو **Helping verb** کے بعد لگائیں۔ مثلاً

If he **does not work** hard, he **will not** pass. — ۱۔ اگر وہ محنت نہیں کرے گا تو پاس نہیں ہوگا۔

If he **did not** work hard, he **would not** pass. — ۲۔ اگر اس نے محنت نہ کی تو پاس نہیں ہوگا۔

If he **had not** worked hard, he **would not** have passed. — ۳۔ اگر وہ محنت نہ کرتا تو پاس نہ ہوتا۔

EXERCISE 41

Ist . Type

پہلے حصے میں **Present Tense** اور دوسرے حصے میں **Future simple** لگائیں۔

۱۔ اگر تم محنت کرو گے، پاس ہو جاؤ گے۔ ۲۔ اگر تم میری نصیحت پر عمل کرو گے تو پاس ہو جاؤ گے۔ ۳۔ اگر آپ لاہور جائیں تو میرے لئے کتابیں لائیں۔ ۴۔ اگر تم والدین کی نصیحت پر عمل کرو گے تو تمام زندگی آرام سے گزارو گے۔ ۵۔ اگر وہ جھوٹ بولے گا تو برباد ہو جائے گا۔ ۶۔ اگر اسلم برے کام کرے گا تو جیل جائے گا۔ ۷۔ اگر تم شرارتیں نہیں کرو گے تو ماسٹر صاحب تمہیں سزا نہیں دیں گے۔ ۸۔ اگر تم مجھے اطلاع دو گے تو میں اسٹیشن پر لینے جاؤں گا۔ ۹۔ اگر تم شور نہیں کرو گے تو میں تمہیں باہر نہیں نکالوں گا۔ ۱۰۔ اگر تم پڑھنے جاؤ گے تو میں تمہیں انعام دوں گا۔ ۱۱۔ اگر تم تیز نہیں دوڑو گے تو وقت پر دفتر نہیں پہنچ سکو گے۔ ۱۲۔ اگر تم صبح سویرے اٹھو تو تھوڑی سی ورزش کرو۔ ۱۳۔ اگر ابا جان نہیں آئیں گے تو ہم چائے نہیں پئیں گے۔ ۱۴۔ اگر ڈاکٹر صاحب نہیں آئیں گے تو ہم مریض کو دوا نہیں دیں گے۔ ۱۵۔ اگر تم بزرگوں کی عزت کرو گے تو عزت پاؤ گے۔

VOCABULARY

2. act upon my advice (میری نصیحت پر عمل کرو) 4. To lead life in comfort (زندگی آرام سے گزارنا)5. To
tell a lie (جھوٹ بولنا), To ruin (برباد ہونا) 6. To do evil deed (برے کام کرنا)7. To make mischief
(شرارتیں کرنا) 8. To turn out (باہر نکالنا)

EXERCISE 42

IInd Type

پہلے حصے میں Past tense اور دوسرے حصے میں Would اور Should کے ساتھ پہلی فارم لگائیں۔

۱۔ اگر تم نے محنت کی تو کامیاب ہو جاؤ گے۔ ۲۔ اگر کوئی لڑکا نقل لگاتا ہوا پکڑا گیا تو اسے باہر نکال دیا جائے گا۔ ۳۔ اگر تم نے کچے پھل کھائے تو
تمہیں بدہضمی ہو جائے گی۔ ۴۔ اگر تم نے میرے خلاف گواہی دی تو میں تمہیں سزا دوں گا۔ ۵۔ اگر تم نے شور مچایا تو ماسٹر صاحب تمہیں سزا دیں گے۔ ۶۔
اگر تم نے میرے ساتھ برا سلوک کیا تو تمہیں مدرسے سے نکال دیا جائے گا۔ اگر تم نے چائے نہ پی تو بیمار پڑ جاؤ گے۔ ۱۰۔ اگر تم نے استادوں کی عزت کی تو
عزت پاؤ گے۔ ۱۱۔ اگر تم نے محنت سے جی نہ چرایا تو کامیاب ہو جاؤ گے۔ ۱۲۔ اگر تم نے معافی نہ مانگی تو میں ناراض ہو جاؤں گا۔ ۱۳۔ اگر وہ وقت پر سٹیشن نہ
پہنچا تو گاڑی سے رہ جائے گا۔ ۱۴۔ اگر تم نے بات چیت نہ کی تو وہ صلح پر رضامند ہو جائے گا۔ ۱۵۔ اگر میں نے کوئی کھلونا دیکھا تو اسے خرید لوں گا۔

VOCABULARY

2. was caught (Passive Voice) (پکڑا گیا), would be turned out (Passive Voice)(نکال دیا
جائے گا) 3. unripe fruit (کچے پھل) ,suffer from indigestion (بدہضمی ہونا)4. To give evidence
(گواہی دینا)5. punish you (سزا دیں گے) 6. To ill treat (برا سلوک کرنا) 7. To copy (نقل کرنا)8. To make
mischief (شرارت کرنا), To be turned out (نکال دیے جاؤ گے)9. To fall ill (بیمار پڑنا) 11. To shirk
work (کام سے جی چرانا) 12. To enter into a dialogue (بات چیت کرنا), compromise(صلح کرنا).

EXERCISE 43

If Had + تیسری فارم، Would have + تیسری فارم

۱۔ اگر وہ سچ بولتا تو میں اسے معاف کر دیتا۔ ۲۔ اگر تم محنت کرتے تو پاس ہو جاتے۔ ۳۔ اگر تم تیز دوڑتے تو وقت پر کالج پہنچ جاتے۔ ۴۔ اگر تم میری
نصیحت پر عمل کرتے تو کامیاب ہو جاتے۔ ۵۔ اگر میں امیر ہوتا تو غریبوں کی مدد کرتا۔ ۶۔ اگر وہ جوانی میں بری عادتیں نہ سیکھتا تو آج پریشان نہ ہوتا۔
۷۔ اگر وہ میرے پاس نہ آتا تو میں نہ دیکھ سکتا۔ ۸۔ اگر ہم کالج جاتے تو سبق پڑھ لیتے۔ ۹۔ اگر میں جانتا تو اس کے خلاف نہ ہوتا۔ ۱۰۔ اگر وہ بس میں سوار
نہ ہوتے تو ڈاکو انہیں گولی نہ مارتے۔ ۱۱۔ اگر میں بھوکا ہوتا تو سارے آم کھا جاتا۔ ۱۲۔ اگر آج چاندنی رات نہ ہوتی تو میں راستہ بھول جاتا۔ ۱۳۔ اگر میں
تمہاری جگہ پر ہوتا تو اسے منہ نہ لگاتا۔ ۱۴۔ اگر حامد سچ نہ بولتا تو اسے انعام نہ ملتا۔ ۱۵۔ اگر بارش وقت پر نہ ہوتی تو فصلیں تباہ ہو جاتیں۔

VOCABULARY

1. To pardon (معاف کرنا)5. To be rich (امیر ہونا)6. To learn bad habits (بری عادتیں سیکھنا) , To
worry (پریشان ہونا) 9. To turn against (خلاف ہونا) 10. To board into bus (بس میں سوار ہونا) , To
shoot (گولی مارنا) 11. To be hungry (بھوکا ہونا) 12. To be moonlit night (چاندنی رات کا ہونا) , To
forget the way (راستہ بھول جانا)13. had been in your place(تمہاری جگہ ہوتا) 14. To keep one at a
distance (منہ نہ لگانا) 15, would have been ruined (تباہ ہو جاتیں)

Lesson No. 21

The use of May, Can, Might, Could, Should, Ought, Must.

Model Sentences

I **can jump** this wall.	۱۔ میں یہ دیوار پھاند سکتا ہوں۔ (طاقت اور قابلیت)
I **could not** come yesterday.	۲۔ میں کل نہ آ سکا۔
Could he get anyting?	۳۔ کیا وہ کچھ حاصل کر سکا؟
Can you swim?	۴۔ کیا تم تیر سکتے ہو؟
May I come in?	۵۔ کیا میں اندآ جاؤں؟ (اجازت)
He **may reach** here in time.	۶۔ شاید وہ یہاں آ جائے۔ (امکان)
He **works** hard so that he **may** pass.	۷۔ وہ محنت کرتا ہے تا کہ پاس ہو جائے۔ (مقصد)
May he succeed!	۸۔ خدا کرے وہ کامیاب ہو جائے۔ (دعا)
I **told** him that he **might** go.	۹۔ میں نے اس سے کہا کہ وہ چلا جائے۔
You **might see** him now.	۱۰۔ تم اب اس سے مل لو۔ (تجویز)
He **should be** on his guard.	۱۱۔ اسے خبردار رہنا چاہیے۔ (فرض)
He **ought to** look after his children.	۱۲۔ اسے اپنے بچوں کا دھیان رکھنا چاہیے۔ (اخلاقی فرض)
His brother **may have** advised him.	۱۳۔ شاید اس کے بھائی نے اسے نصیحت کر دی ہو۔
I **might have** been a lawyer.	۱۴۔ میں وکیل بن سکتا ہوں۔
He **may have** eaten food.	۱۵۔ شاید اس نے کھانا کھا لیا ہو۔

یاد رکھنے کی باتیں

۱۔ اردو کے جن فقروں کے بعد "سکتا ہے، سکتے ہیں، سکتی ہے۔" وغیرہ الفاظ لگے ہوں ان کا ترجمہ کرنے کے لئے Subject کے بعد Can لگائیں اور پہلی فارم۔

۲۔ اگر فقرہ "سکتا تھا، سکتے تھے" پر ختم ہو تو **Could** لگائیں اور پہلی فارم۔

۳۔ **May** چار طرح سے استعمال ہوتا ہے:-
اجازت، امکان، مقصد، دعا۔ (دیکھیں فقرہ نمبر ۵۔ ۶۔ ۷۔ ۸۔ اور ۹)

۴۔ **May** اور **Might** کے بعد فعل کی پہلی فارم لگائیں۔

۵۔ **May** اور **Might** اجازت، خواہش وغیرہ کو ظاہر کرتے ہیں۔

۶۔ **Should** کسی کام کا مناسب ہونا **(Desirability)**

۸۔ **Must** (لازم ہونا)۔

ان تمام الفاظ کے ساتھ فعل کی پہلی فارم لگائیں۔ البتہ اگر فقرے میں "اہے۔ اہیں۔" وغیرہ ہوں تو ایسے فقروں میں **Could have, Must have, Might have** اور تیسری فارم لگائیں۔ مثلاً:-

I **might have eaten** that fruit.	میں نے یہ پھل شاید کھا لیا ہے۔
He **might not have seen** that picture.	شاید وہ یہ فلم نہ دیکھ سکا ہوگا۔

Warning:-

۱۔ **cannot** ہمیشہ اکٹھا لکھیں جب کہ **could not** علیحدہ علیحدہ۔

۲۔ Can اور Could طاقت یا اختیار کو ظاہر کرتے ہیں۔

۳۔ May اور Might اجازت، دعا، خواہش اور قضا کو ظاہر کرتے ہیں۔

۴۔ Should اس بات کو ظاہر کرتا ہے جو مناسب ہو اور ought to ایسی بات کو جو فرض ہو۔

۵۔ Can, Could, May, Might, Shall, should وغیرہ کے ساتھ ہمیشہ فعل کی پہلی فارم لگائیں۔

EXERCISE 44

۱۔ میں صبح سویرے کھیل کے میدان میں دوڑ سکتا ہوں۔ ۲۔ کیا پولیس مجرموں کا سراغ لگا سکتی ہے؟ ۳۔ کیا تم تیر سکتے ہو؟ ۴۔ شاید آج بارش برس جائے۔ ۵۔ خدا کرے آپ جلد اچھے ہو جائیں۔ ۶۔ شاید وہ امتحان میں اول آ چکا ہو۔ ۷۔ شاید اس نے یہ پھل چکھ لیا ہو۔ ۸۔ اس کا نتیجہ شاید کل نکل آئے۔ ۹۔ موت اٹل ہے ہم اسے روک نہیں سکتے۔ ۱۰۔ میرا بڑا لڑکا دریائے راوی کو عبور کر سکتا ہے۔ ۱۱۔ تمہیں وہاں ضرور جانا چاہیے۔ ۱۲۔ شاید اگلے سال جنگ چھڑ جائے۔ ۱۳۔ کوئی بھی لکڑیوں کے گٹھے کو اٹھا نہ سکا۔ ۱۴۔ خدا کرے کہ تم اپنے مقصد میں کامیاب ہو جاؤ۔ ۱۵۔ وہ کمزور لڑکا کتابوں کا بنڈل نہیں اٹھا سکتا تھا۔ ۱۶۔ کیا میں آپ کے کام آ سکتا ہوں؟ ۱۷۔ میں اسے آسانی سے شکست نہیں دے سکتا۔ ۱۸۔ تمہیں والدین کی خدمت کرنی چاہیے تھی۔ ۱۹۔ ممکن ہے کہ اسے ملازمت مل جائے۔ ۲۰۔ کیا میں انگریزی میں کمی پوری کر سکوں گا؟

Vocabulary

2. culprit (مجرم) , search , trace out (سراغ لگانا) 5. recover (اچھے ہونا صحت مند ہونا) 7. to taste (چکھنا) 9. eternal (اٹل), check it (روکنا)10. To cross (عبور کرنا) 12. break out (جنگ چھڑنا) 13. no one (کوئی بھی) 17. defeat (شکست دینا) 18. To serve (خدمت کرنا) 20. To make up (کمی پوری کرنا) , deficiency (کمی).

Lesson No. 22

The use of Until, Unless, As long as, Till

Model Sentences

۱۔ جب تک وہ محنت نہیں کرے گا۔ وہ امتحان میں پاس نہیں کرے گا۔ / پاس نہیں ہوگا۔

Unless he works hard, he cannot pass.

۲۔ جب تک وہ واپس نہ آ جائے تم یہیں رہنا۔ (وقت)

You **shall remain** here **until** he comes.

۳۔ میرے آنے تک یہاں ٹھہرو۔ (وقت)

Stay here **till** I come.

۴۔ جب تک خدا میرے ساتھ ہے۔ کوئی مجھے نقصان نہیں پہنچا سکتا۔ (اردو میں پہلا حصہ مثبت)

As long as God is with me, no one can harm me.

۵۔ جب تک بارش ہوتی رہے گی ہم گھر کے اندر رہیں گے۔ (اردو میں پہلا حصہ مثبت)

As long as **it rains,** we **shall remain** in doors.

۶۔ جب تک وہ اپنا کام ختم نہ کرے گھر نہیں جا سکتا۔

He cannot go home **unless** he finishes the work.

یاد رکھنے کی باتیں

Unless اور Until کا استعمال:۔

۱۔ جب اردو کے فقرے کے دونوں حصوں میں شرط کے ساتھ منفی آئے تو Unless یا Until استعمال کریں گے۔ مثلاً:۔ "جب تک تم محنت نہیں کرو گے پاس نہیں ہو گے" (اس فقرے کے دونوں حصے منفی میں ہیں)

۲۔ شرط والے حصے میں Unless اور Until لگائیں۔

۳۔ Unless اور Until کے فوراً بعد Not نہیں لگاتے۔

۴۔ Unless شرط کو ظاہر کرتا ہے۔ (فقرہ نمبر ۱)

۵۔ Until وقت کو ظاہر کرتا ہے۔ (فقرہ نمبر ۲)

Until اور Unless کو آپس میں بدل کر بھی لکھ سکتے ہیں۔

As long As (تک) کا استعمال:

۱۔ جب اردو میں شرط والا حصہ مثبت ہو تو As long As استعمال کریں۔ مثلاً:

''جب تک خدا میرے ساتھ ہے، مجھے کوئی نقصان نہیں پہنچا سکتا۔'' (پہلا حصہ مثبت ہے)

Untill میں point of time پایا جاتا ہے۔ یعنی متعین وقت یا کسی کام کے شروع کرنے کا وقت جب کہ As long as میں متعین وقت نہیں ہوتا۔

خلاصہ

Unless اور Until اردو میں دونوں جملوں میں شرط اور منفی جملے۔

As long As = اردو میں شرط والا حصہ مثبت اور دوسرا حصہ منفی یا مثبت۔

Till = اردو میں دونوں حصے مثبت

EXERCISE 45

Until, Unless (Point of time)

اردو میں دونوں حصوں میں منفی شرط کے ساتھ:

۱۔ جب تک تم دوائی نہیں پیو گے، صحت مند نہیں ہو گے۔ ۲۔ جب تک تم صلح نہ کرلو، میں بے چین رہوں گا۔ ۳۔ جب تک تم اپنے قصور کا اعتراف نہ کرو گے، وہ تمہیں معاف نہیں کرے گا۔ ۴۔ جب تک میں نہ کہوں، اپنی جگہ سے مت ہلو۔ ۵۔ جب تک وہ اپنا کام ختم نہ کرے، گھر نہیں جا سکتا۔ ۶۔ جب تک میں نہ کہوں، اسے مت بیٹھنے دو۔ ۷۔ جب تک سورج طلوع نہیں ہو گا، ہم ناشتہ نہیں کریں گے۔ ۸۔ جب تک تم سبق نہیں سناؤ گے، استاد خوش نہیں ہو گا۔ ۹۔ جب تک وہ فیس ادا نہیں کرے گا، اسے امتحان میں بیٹھنے کی اجازت نہیں ملے گی۔ ۱۰۔ جب تک تم سبق یاد نہیں کرو گے۔ میں تمہیں جانے نہیں دوں گا۔ ۱۱۔ جب تک تم دن رات محنت نہیں کرو گے، وظیفہ حاصل نہیں کر سکتے۔ ۱۲۔ جب تک وہ روزانہ مشق نہیں کرتا، وہ اچھا کھلاڑی نہیں بن سکتا۔ ۱۳۔ جب تک تم مجھے پیسے نہ دو گے میں نہیں جاؤں گا۔ ۱۴۔ جب تک میں نہ آؤں، تم یہاں سے مت جانا۔ ۱۵۔ جب تک مطالبے پورے نہیں ہوتے، محکمہ ڈاک کی ہڑتال بند نہیں ہو سکتی۔

Vocabulary

1. To take medicine (دوائی پینا), recover (صحت مند ہونا)2. To make compromise (صلح کرنا), To feel restless (بے چین رہنا) 3. To confess fault (قصور کا اعتراف کرنا), To pardon, To forgive(معاف کرنا 4. To move (ہلنا)6. do not let him sit (اسے بیٹھنے مت دینا) 8. To narrate Or to tell the lesson (سبق سنانا)9. To allow (اجازت دینا) 10. To let go (جانے دینا)15. demands (مطالبات) To fulfil (پورے کرنا), postal department (محکمہ ڈاک) strike (ہڑتال), To call off(ختم کرنا)

(b) As long As (Period of time)

۱۔ جب تک میرے والدین زندہ ہیں۔ مجھے ڈرنے کی ضرورت نہیں۔ ۲۔ جب تک میں یہاں ہوں تم بالکل محفوظ ہو۔ ۳۔ جب تک میں خط لکھ رہا ہوں، کوئی مجھ پر شک نہ کرے۔ ۴۔ جب تک تم صحیح راستے پر چلو گے، تمہیں گھبرانے کی ضرورت نہیں۔ ۵۔ جب تک پہاڑوں پر برف باری ہوتی ہے۔ تمہیں وہاں نہیں جانا چاہیے۔ ۶۔ جب تک ٹھنڈی ہوا چلتی ہے، تمہیں کمرے کے اندر رہنا چاہیے۔ ۷۔ جب تک موسم گرم رہتا ہے تمہیں ہر روز نہانا چاہیے۔ ۸۔ جب تک اللہ تعالیٰ ہمارے ساتھ ہے ہمیں ڈرنا نہیں چاہیے۔ ۹ جب تک مالی پودوں کو پانی دیتا رہے گا، پھول کھلتے رہیں گے۔ ۱۰۔ جب تک سانس تب تک آس۔ ۱۱۔ جب تک یہ دنیا قائم رہے گی، ہماری محبت قائم رہے گی۔ ۱۲۔ جب تک تم ایمانداری سے کام کرو گے، کامیاب ہو گے۔ ۱۳۔ جب تک ہم مل جل کر کام کریں گے، پاکستان ترقی کرتا رہے گا۔ ۱۴۔ جب تک تم صبح سویرے اٹھ کر ٹھنڈا پانی پیو گے، صحت مند رہو گے۔ ۱۵۔ جب تک تم اپنے والدین کا کہا مانو گے۔ زندگی میں کامیاب رہو گے۔

Vocabulary

1. need not fear (ڈرنے کی ضرورت نہیں) 2. safe (محفوظ) 3. disturb (تنگ کرنا) 4. follow the right path (صحیح راستے پر چلنا), need not fear (گھبرانے کی ضرورت نہیں۔ 5. To snow (برف باری)6. To blow cold (ٹھنڈی ٹھنڈی ہوا چلنا) 7. weather remains warm (موسم گرم رہتا ہے) 8. To blossom (پھول کھلنا)10. as long as there is life, there is hope (جب تک سانس تب تک آس) 11. last (قائم رہنا) 12. work together (مل جل کر کام کرنا)

(c) Till

۱۔ میرے آنے تک اسی جگہ پر بیٹھے رہو۔ ۲۔ اگلی کلاس آنے تک میرا انتظار کرو۔ ۳۔ گھنٹی بجنے تک باقاعدہ کام کرتے رہو۔ ۴۔ پرنسپل صاحب کے آنے تک سبق یاد کرتے رہو۔ ۵۔ ہم پانچ بجے تک سگریٹ نوشی کرتے رہے۔ ۶۔ میں صبح سے شام تک دعا مانگتا رہا۔ ۷۔ ڈپٹی کمشنر صاحب صبح دس بجے سے چار بجے تک دفتر میں رہیں گے۔ ۸۔ جب تک دنیا قائم ہے۔ سورج طلوع ہوتا رہے گا۔ ۹۔ تمہارے آنے تک میں یہاں کھڑا رہوں گا۔ ۱۰۔ پھول کھلنے تک مالی باغ میں رہے گا۔ ۱۱۔ بچوں کے بڑے ہونے تک ہم اس مکان میں رہیں گے۔ ۱۲۔ پولیس کے آنے تک تم یہاں انتظار کرو گے۔ ۱۳۔ سورج غروب ہونے تک مزدور گھروں کو جا چکے ہوں گے۔ ۱۴۔ موسم بہار شروع ہونے تک شہد کی مکھیاں پھولوں کا رس نچوڑ چکی ہوں گی۔ ۱۵۔ کیا ہمارے آنے تک تم ہوٹل میں ہمارا انتظار کرو گے؟

Vocabulary

2. till the bell rings (گھنٹی بجنے تک) 4. To learn lesson (سبق یاد کرنا)5. To smoke(سگریٹ نوشی کرنا) 6. To pray (دعا مانگنا)8. To last (قائم رہنا)10. To blossom (پھول کھلنا) 11. To grow (بڑھنا) 14. bees (شہد کی مکھی)To suck (چوسنا) honey(شہد).

Lesson No. 23

The Use of Lest, As If, Would that

Model Sentences

Run fast **lest** you **should** miss the train.	۱۔ تیز چلو ایسا نہ ہو کہ گاڑی سے رہ جاؤ۔
Work hard **lest** you **should** fail.	۲۔ محنت کرو ایسا نہ ہو کہ فیل ہو جاؤ۔
Walk carefully **lest** you should fall.	۳۔ احتیاط سے چلو مبادا تم گر جاؤ۔
Take exercise daily **lest** you **should** weaken.	۴۔ روزانہ ورزش کرو ایسا نہ ہو کہ کمزور ہو جاؤ۔
He was crying in such a manner as if he **were** mad.	۵۔ وہ اس طرح سے چلا رہا تھا کہ گویا پاگل ہے۔
He looked **as if** he **were** quite innocent.	۶۔ وہ ایسے نظر آتا تھا کہ گویا کہ وہ معصوم ہے۔
He was frightened **as if** he **had** seen a ghost.	۷۔ وہ ڈر گیا گویا کہ اس نے بھوت دیکھ لیا ہو۔
Would that he **had been** rich (he were rich)	۸۔ کاش! وہ امیر ہوتا۔
Would that he **had** not come here.	۹۔ کاش! وہ یہاں نہ آتے۔
Would that he had died. OR Would that he **had been** dead.	۱۰۔ کاش! وہ مر جاتا۔

یاد رکھنے کی باتیں

۱۔ اب کسی فقرے میں خدشہ یا ڈر پایا جائے اور وہ مفہوم کے اعتبار سے منفی ہو اور ایسے فقرے میں "مبادا" یا "ایسا نہ ہو" کا لفظ پایا جاتا ہے۔

۲۔ "ایسا نہ ہو" یا "مبادا" کے لئے لفظ Lest استعمال کریں اور Lest کے بعد ہمیشہ ہر فاعل کے ساتھ should لگائیں۔

۳۔ Lest کے بعد Not مت لگائیں۔

۴۔ should کے بعد فعل کی پہلی فارم لگائیں۔

As if کا استعمال:

As if ''گویا'' ''جیسا کہ'' کے معنوں میں استعمال ہوتا ہے۔

۵۔ As if کے بعد ہمیشہ Past Tense لگائیں۔ چاہے اردو میں Present Tense ہو۔

۶۔ اگر فقرے میں Helping verb لگانا ہو تو ہمیشہ were لگائیں۔ Is, Are, Am یا Was مت لگائیں۔ ہے، ہوں، ہیں۔ کا ترجمہ Were سے کریں۔

۷۔ اگر فقرے میں Tense پایا جائے (یعنی کوئی Action ہو) تو Had + تیسری فارم لگائیں۔

Would that کا استعمال:۔

۸۔ کاش کے لئے Would that لگائیں۔

۹۔ Would that کے بعد ہمیشہ Past Perfect Tense لگائیں۔ یعنی Had + تیسری فارم

۱۰۔ اگر فقرے میں Adjective دیا گیا ہو تو Were لگا سکتے ہیں۔

۱۱۔ اکثر Adjective فعل To be لگانے سے بنائے جاتے ہیں۔ مثلاً

امیر ہونا To be rich، بھوکا ہونا To be hungry

EXERCISE 46

The use of "Lest"

۱۔ سامنے دیکھو ایسا نہ ہو کہ گر جاؤ۔ ۲۔ محنت کرو ایسا نہ ہو کہ فیل ہو جاؤ۔ ۳۔ بھڑ کے چھتے میں ہاتھ مت ڈالو ایسا نہ ہو کہ وہ تمہیں کاٹ لیں۔ ۴۔ تصویر کو اچھی طرح سے پکڑو ایسا نہ ہو کہ یہ گر جائے۔ ۵۔ دوسروں کے معاملے میں دخل مت دو ایسا نہ ہو کہ تمہاری شہرت کو نقصان پہنچے۔ ۶۔ خبردار رہو ایسا نہ ہو کہ دھوکہ بازوں سے دھوکہ کھا جاؤ۔ ۷۔ آہستہ چلو ایسا نہ کہ پھسل جاؤ۔ ۸۔ اس دکان سے خریداری مت کرو ایسا نہ ہو کہ دھوکہ کھا جاؤ۔ ۹۔ باسی چیزیں مت کھاؤ ایسا نہ ہو کہ بیمار پڑ جاؤ۔ ۱۰۔ یہ پانی مت پیو ایسا نہ ہو کہ تمہیں ہیضہ ہو جائے۔ ۱۱۔ لمبی گھاس پر ننگے پاؤں مت پھرو ایسا نہ ہو کہ سانپ کاٹ لے۔ ۱۲۔ تیز چلو ایسا نہ ہو کہ پہلا پیریڈ نہ پڑھ سکو۔ ۱۳۔ وقت پر فیس ادا کرو ایسا نہ ہو کہ تمہارا نام کٹ جائے۔ ۱۴۔ صاف صاف لکھو ایسا نہ ہو کہ پڑھا نہ جا سکے۔ ۱۵۔ اپنے بیٹے پر سختی مت کرو ایسا نہ ہو کہ وہ گمراہ ہو جائے۔

Vocabulary

1. look ahead (سامنے دیکھو)**2. wasp's nest** (بھڑ کا چھتہ), **sting** (کاٹنا) **4. catch hold of** (پکڑنا) **5. To poke nose in others matters** (دوسروں کے معاملے میں دخل دینا) , **reputation** (شہرت) ,**To suffer a loss** (نقصان پہنچانا) **6. beware of** (خبردار), **swindlers** (دھوکہ باز) , **To be taken in** (دھوکا کھانا)**7. slip** (پھسلنا) **8. do not shop** (خریداری مت کریں)**9. stale** (باسی) **10. To suffer from cholera** (ہیضہ میں مبتلا) **11. bare feet** (ننگے پاؤں) , **To bite** (کاٹنا) **12. miss the first period** (پہلا پیریڈ چھوٹ جانا) **14.it should be illegible** (پڑھا نہ جا سکے) **15. To go astray** (گمراہ ہونا)

(B) The Use of "As If"

۱۔ وہ اس طرح چلایا گویا کہ پاگل ہو۔ ۲۔ اس نے روپیہ اس طرح سے لٹایا گویا کہ وہ بڑا رئیس ہو۔ ۳۔ وہ اس طرح سے دوڑا گویا کہ کوئی دشمن اس کا تعاقب کر رہا ہو۔ ۴۔ اس نے میری اس طرح سے مدد کی گویا کہ وہ میرا حقیقی بھائی ہو۔ ۵۔ وہ آپس میں اتنے گہرے دوست ہیں گویا کہ رشتہ دار ہوں۔ ۶۔ وہ اس طرح سے قدم اٹھاتا ہے گویا کہ اسے سکول سے دیر ہو گئی ہو۔ ۷۔ وہ اس طرح چلایا گویا کہ وہ بچہ ہو۔ ۸۔ وہ اس طرح سے باتیں کرتا ہے گویا کہ بیوقوف ہو۔ ۹۔ وہ مجھے اس طرح سے دیکھ رہا تھا گویا کہ میں اسے لوٹ لوں گا۔ ۱۰۔ گھاس پر شبنم کے قطرے اس طرح سے چمکتے ہیں گویا کہ موتی ہوں۔

Vocabulary

1. squander away the money; To spend money lavishly (روپیہ اڑانا), 3. enemy (دشمن), To follow (تعاقب کرنا), 4. real brother (سگا بھائی), relative (رشتہ دار), 6. To step (قدم اٹھانا), late for school (سکول سے لیٹ ہونا), 8. stupid (بیوقوف), 10. dew drops (شبنم کے قطرے), pearls (موتی),

(C) The Use of "Would that"

۱۔ کاش! میں امیر ہوتا۔ ۲۔ کاش! ہم غریب نہ ہوتے۔ ۳۔ کاش! کل میں نے باسی روٹی نہ کھائی ہوتی۔ ۴۔ کاش! وہ میری مدد کو آتا۔ ۵۔ کاش! وہ مجھے دھوکہ نہ دیتا۔ ۶۔ کاش! تم اس کالج کے پرنسپل ہوتے۔ ۷۔ کاش! وہ جوانی میں نہ مرتا۔ ۸۔ کاش! موسم بہار ہمیشہ رہتا۔ ۹۔ کاش! میں اپنے ہمسائے کی مدد کر سکتا۔ ۱۰۔ کاش! ہندوستان ایٹمی دھماکہ نہ کرتا۔ ۱۱۔ کاش! ہم پاکستان میں پیدا ہوئے ہوتے۔ ۱۲۔ کاش! تم نے یہ کتاب نہ خریدی ہوتی۔ ۱۳۔ کاش! تمہاری شادی ہو چکی ہوتی۔ ۱۴۔ کاش! ہم نے سائنس پڑھی ہوتی۔ ۱۵۔ کاش! میں ملک کا صدر ہوتا۔

Vocabulary

1. To be rich (امیر ہونا) 2. To be poor (غریب ہونا), 3. stale bread (باسی روٹی), 5. to deceive (دھوکہ دینا), 6. To be the principal (پرنسپل ہونا), 7. youth (جوانی), 10. To conduct atomic explosion (ایٹمی دھماکہ کرنا), 11. To be born (پیدا ہونا) 13 To marry (شادی ہونا).

Lesson NO. 24

The Use of Although, Hardly, Scarcely, As soon as.

MODEL SENTENCES

1. Although he is poor, he is honest.	اگرچہ وہ غریب ہے لیکن بہت دیانت دار ہے۔
2. Although he is the youngest, he is intelligent.	حالانکہ وہ سب سے چھوٹا ہے لیکن ذہین ہے۔
3. I had hardly stepped out of my home, when it began to rain.	میں بمشکل گھر سے باہر نکلا تھا کہ بارش شروع ہو گئی۔
4. I had hardly bought the ticket, when the rain started.	میں نے ابھی ٹکٹ خریدا تھا کہ گاڑی چل دی۔
5. Scarcely had I reached home, when the rain stopped.	میں بمشکل گھر پہنچا ہی تھا کہ بارش بند ہو گئی۔
6. Scarcely had I changed my clothes, when someone knocked at the door.	میں نے بمشکل کپڑے بدلے تھے کہ کسی نے دروازے پر دستک دی۔
7. As soon as I came out of the house, the police came.	جونہی میں گھر سے باہر نکلا پولیس آ گئی۔
8. As soon as the peon rang the bell, the boys came out.	جونہی چپڑاسی نے گھنٹی بجائی لڑکے باہر نکل آئے۔

یاد رکھنے کی باتیں

Though یا Although کا استعمال۔

۱۔ دو فقروں کے تضاد کو ظاہر کرنے کے لئے اردو میں "اگرچہ یا حالانکہ" لکھتے ہیں۔ ایسے فقروں کا ترجمہ کرتے وقت دونوں حصوں کا ترجمہ Tense کے مطابق کرتے ہیں۔

۲۔ "اگرچہ یا حالانکہ" کے لئے Though یا Although استعمال کریں۔ فقرے کے دوسرے حصے میں کوئی لفظ نہیں آتا۔ "لیکن" کے لئے But لکھنا غلط ہے۔

Hardly اور Scarcely کا استعمال۔

۱۔ دونوں الفاظ کا مطلب "بمشکل" ہوتا ہے۔ اس میں کسی کام کے مشکل سے تکمیل پذیر ہونے کا اشارہ ہوتا ہے۔

۲۔ "بمشکل" کے لئے دونوں الفاظ کو ہم لکھ سکتے ہیں البتہ فقرے میں Hardly کو Had کے بعد لکھیں گے۔

1. **I had hardly** reached college, **when** it began to rain.
2. **Scarcely had I** reached college, **when** it began to rain.

دوسرے حصے کا پہلا لفظ when ہوتا ہے۔

As soon as (جونہی) کا استعمال:۔

۱۔ کسی کام کے فوری طور پر وقوع پذیر ہونے کے لئے As soon as استعمال کریں۔

۲۔ فقرے کے دونوں حصوں کا ترجمہ Tense کے مطابق کریں۔

EXERCISE 47

(a) The Use of Though.

۱۔ اگرچہ وہ محنت کر رہا ہے پھر بھی پاس نہ ہوگا۔ ۲۔ اگرچہ اس نے پیسے خرچ کئے ہیں لیکن اسے کوئی شے نہ ملی۔ ۳۔ اگرچہ وہ کمزور ہے لیکن تیز بھاگ سکتا ہے۔ ۴۔ حالانکہ اس نے محنت کی لیکن کامیاب نہ ہو سکا۔ ۵۔ اگرچہ وہ سخی ہے لیکن مغرور ہے۔ ۶۔ اگرچہ وہ بے گناہ ہے لیکن اسے سزا مل گئی۔ ۷۔ اگرچہ تم نے ورزش کی لیکن تمہیں پسینہ نہیں آیا۔ ۸۔ اگرچہ موسلا دھار بارش ہو رہی تھی پھر بھی ہم وقت پر سیر کو نکل گئے۔ ۹۔ اگرچہ پاکستان چھوٹا سا ملک ہے لیکن اس میں خوراک کی کمی ہے۔ ۱۰۔ اگرچہ وہ ہر روز ورزش کرتا ہے لیکن پھر بھی دبلا پتلا ہے۔ ۱۱۔ اگرچہ وہ محنت کر رہا ہے پھر بھی وہ پاس نہیں ہوگا۔ ۱۲۔ اگرچہ یہ بوڑھا آدمی ہے لیکن پھر بھی بہت طاقتور ہے۔ ۱۳۔ اگرچہ وہ خوش اخلاق ہے لیکن بددیانت ہے۔ ۱۴۔ اگرچہ وہ نیک ہے مگر لوگ اسے ناپسند کرتے ہیں۔ ۱۵۔ حالانکہ اس نے سخت محنت کی لیکن پھر بھی فیل ہو گیا۔

Vocabulary

2. To spend money (پیسے خرچ کرنا), 5. generous (سخی), proud (مغرور), 6. innocent (بے گناہ), 7. To take exercise (ورزش کرنا), To perspire (پسینہ آنا), 9. short of food (خوراک کی کمی), 10. thin (دبلا پتلا), 13. good mannered (خوش اخلاق), 15. worked hard (سخت محنت کرنا).

(b) th Use of Hardly, Scarcely,

۱۔ ہم بمشکل گھر پہنچے تھے کہ بارش ہونے لگی۔ ۲۔ میں بمشکل اسٹیشن پر پہنچا تھا کہ گاڑی چل پڑی۔ ۳۔ ہم نے بمشکل دس صفحے پڑھے ہوں گے کہ چھٹی کی گھنٹی بج گئی۔ ۴۔ چاند بمشکل نکلا تھا کہ لوگ سفر پر روانہ ہو گئے۔ ۵۔ شہد کی مکھی بمشکل ہی پھول پر بیٹھی تھی کہ مالی نے اسے اڑا دیا۔ ۶۔ میں بمشکل کمرے میں داخل ہوا کہ بجلی فیل ہو گئی۔ ۷۔ استاد نے بمشکل پڑھانا شروع کیا کہ گھنٹی بج گئی۔ ۸۔ ہم بمشکل گھر آ کر بیٹھے تھے کہ دروازے پر دستک ہوئی۔ ۹۔ میں نے بمشکل اپنا کام شروع کیا تھا کہ بادل گرجنے لگے۔ ۱۰۔ بچے نے بمشکل رونا شروع کیا تھا کہ ماں نے اسے دودھ پلانا شروع کر دیا۔ ۱۱۔ شیر نے جنگل میں دھاڑنا شروع کیا تھا کہ تمام جانور رفو چکر ہو گئے۔ ۱۲۔ میں نے بمشکل پانی کا ایک گھونٹ پیا تھا کہ قے آ گئی۔ ۱۳۔ لڑکوں نے بمشکل پودوں کو پانی دیا تھا کہ بارش ہونے لگی۔ ۱۴۔ کچھوا بمشکل منزل مقصود تک پہنچا تھا کہ خرگوش نے اسے جا لیا۔ ۱۵۔ اس نے بمشکل پانچ روزے رکھے تھے کہ بیمار پڑ گیا۔

Vocabulary

1. To begin to rain (بارش شروع ہونا) 2.To steam off (گاڑی روانہ ہونا) 3. The bell for school break (چھٹی کی گھنٹی) 4. To set out on a journey (سفر پر روانہ ہونا) 5. bee (شہد کی مکھی), To blow away (اڑا دیا), 7. To break down (بجلی فیل ہونا), 9. thunder (بادل گرجنا), 10. begin to feed (دودھ پلانا),11. To break down (دھاڑنا) To take to heels (رفو چکر ہو گئے) 12. drink a draught of water (پانی کا گھونٹ پیا) To vomit (قے آنا) 13. watered the plants (پودوں کو پانی دیا) 14. The tortoise (کچھوا), To over take (جا لینا، پکڑ لینا) 15. To fast (روزے رکھنا), To fall ill (بیمار پڑنا)

(c) The use of As soon as.

۱۔ جونہی میں نے سانپ دیکھا میں کانپنے لگا۔ ۲۔ جونہی لڑکے کالج سے باہر نکلے پولیس آ گئی۔ ۳۔ جونہی لڑکے نے باپ کو دیکھا وہ رونے لگا۔ ۴۔ جونہی آپ کا تار پہنچا ہم گھر سے چل پڑے۔ ۵۔ جونہی سورج نکلتا ہے تمام لوگ اپنے کام کاج میں لگ جاتے ہیں۔ ۶۔ مٹھائی کو دیکھتے ہی میرے منہ میں پانی بھر آیا۔ ۷۔ جونہی میں نے اپنے پاس ہونے کی خبر سنی میرا دل باغ باغ ہو گیا۔ ۸۔ جونہی گارڈ سیٹی بجاتا ہے مسافر گاڑی میں سوار ہو جاتے ہیں۔ ۹۔ جونہی ہم ہال میں داخل ہوئے کہ تمام بتیاں گل ہو گئیں۔ ۱۰۔ ہیڈ ماسٹر صاحب کا سٹیج پر آنا ہی تھا کہ لڑکے خاموش ہو گئے۔

Vocabulary

1. To tremble (کانپنا), 4. set out (گھر سے چل پڑنا), 5. set to work (کام کاج میں لگ جانا), 6. To water (منہ میں پانی بھر آنا), 7. I was overjoyed (میرا دل باغ باغ ہو گیا), 8. To whistle (سیٹی بجانا), To get into; board into (گاڑی میں سوار ہونا), 9. To go off (بتیاں گل ہونا)

Lesson No.25

The Use of Come what may, However Not to speak of, Therefore.

MODEL SENTENCES

1. **Come what may,** I will not help him.	چاہے کچھ ہو جائے میں اس کی مدد نہیں کروں گا۔
2. **However hard** you may work, you cannot pass.	چاہے تم کتنی محنت کرو تم پاس نہیں ہو سکتے۔
3. **However weak Ahmad** may be, he shall sit for the examination.	خواہ احمد کتنا ہی کمزور کیوں نہ ہو امتحان میں ضرور شریک ہوگا۔
4. **Come what may,** referendum will be held in Kashmir.	چاہے کچھ ہو کشمیر میں استصواب رائے ہوگا۔
5. **Not to speak of milk,** we could not get fresh water there.	دودھ کا ذکر ہی کیا وہاں تو پانی بھی نہیں ملتا تھا۔
6. **Not to speak of fruit,** bread was not available there.	پھلوں کا ذکر ہی کیا وہاں تو خشک روٹی بھی میسر نہ تھی۔
7. **Not to speak of giving help,** he did not even like to talk to me.	مدد کرنے کا تو ذکر ہی کیا اس نے میرے ساتھ بات بھی نہ کی۔
8. He is sick, **therefore,** he cannot come to school.	وہ بیمار ہے البتہ وہ سکول نہیں آ سکتا۔
9. He is poor, **therefore,** he cannot help me.	وہ غریب ہے اس لئے میری مدد نہیں کرے گا۔
10. He is my friend, **therefore,** he will help me.	وہ میرا دوست ہے اس لئے میری مدد کرے گا۔

یاد رکھنے کی باتیں

۱۔ اگر اردو میں کسی فقرے میں مکمل کوشش یا طاقت کا اظہار پایا جائے اور دوسرے حصے میں مثبت یا منفی نتیجے کا ذکر ہو تو ایسے فقروں کو "خواہ یا چاہے" سے شروع کیا جاتا ہے۔ ایسے فقروں کا ترجمہ کرتے وقت **Come what may** یا **However** کی مدد سے کریں۔ کوئی **Adjective** یا **Adverb** لگا لیں۔ (فقرہ نمبر ۳۔۱)

۲۔ ترجمہ اردو میں دیئے گئے **Tense** کے مطابق کریں۔

۳۔ اردو میں "ذکر ہی کیا۔ درکنار" وغیرہ کا ترجمہ **Not to speak of** سے کریں۔

۴۔ فقرے میں نتیجے کو ظاہر کرنے کے لئے **therefore** استعمال کرتے ہیں کہ ایسے فقروں میں "اس لئے" کا ترجمہ **Therefore** یا **so** سے کرتے ہیں۔ (فقرہ نمبر ۸۔۱۰)

EXERCISE 48

The Use of Come what may, However.

۱۔ تم خواہ کتنی محنت کرو، پاس نہیں ہو سکتے۔ ۲۔ تم خواہ کتنے ہی تیز چلو، گاڑی نہیں پکڑ سکتے۔ ۳۔ ہندوستان خواہ کتنا ہی ظلم کرے، کشمیریوں کا غلام نہیں بنا سکتا۔ ۴۔ حالات خواہ کتنے ہی ناسازگار ہوں، ہم ہمت نہیں ہاریں گے۔ ۵۔ آپ خواہ کتنی ہی کوشش کریں، ہم ہمت نہیں ہاریں گے۔ ۶۔ خواہ وہ کتنا ہی امیر ہو، خیرات نہیں کر سکتا۔ ۷۔ خواہ وہ صبح سویرے اٹھے، لیکن نماز نہیں پڑھے گا۔ ۸۔ چاہے کچھ ہو جائے میں اسے ادھار نہیں دوں گا۔ ۹۔ چاہے کچھ ہو جائے، میں کشمیریوں کی ضرور مدد کروں گا۔ ۱۱۔ خواہ وہ لندن چلا جائے، میں اس کا تعاقب کروں گا۔ ۱۲۔ خواہ وہ کتنا مغرور ہو جائے، میری بے عزتی نہیں کر سکتا۔ ۱۳۔ خواہ وہ کتنا غریب کیوں نہ ہو وہ پولیس افسر سے معافی نہیں مانگے گا۔ ۱۴۔ چاہے کچھ ہو جائے میں موسم سرما میں برف باری دیکھنے کے لئے مری جاؤں گا۔ ۱۵۔ چاہے کچھ ہو جائے میں کافروں کے ساتھ ضرور لڑوں گا۔

Vocabulary

1. How hard you may work (خواہ کتنی محنت کرو) 2. How fast you may run (خواہ تم کتنے تیز چلو) 3. atrocity India may commit (خواہ کتنا ظلم کرے) 4. cannot make slave (غلام نہیں بنا سکتا) 4. unfavourable circumstances (ناموافق حالات) lose heart (ہمت ہارنا) 5. cannot give anything in charity (خیرات نہیں کر سکتا) 7. To lend (ادھار مانگنا) 11. To follow (تعاقب کرنا) 12. beg pardon (معافی مانگنا) 15. infidels (کافر)

Not to speak of, Therefore.

۱۔ شہر کا تو ذکر ہی کیا وہاں تو پانی بھی نہیں ملتا تھا۔ ۲۔ دوستوں کا تو ذکر ہی کیا دشمنوں نے بھی اس کی تعریف کی۔ ۳۔ اچھے سلوک کا تو ذکر ہی کیا وہ تو ہمارا منہ بھی نہیں دیکھنا چاہتا۔ ۴۔ ہماری مدد کرنا تو در کنار وہ اپنا گزارہ بڑی مشکل سے کرتا ہے۔ ۵۔ صوفوں کا تو ذکر ہی کیا وہاں پر تو بنچ بھی نہ تھے۔ ۶۔ ڈاکٹر تو در کنار وہاں کوئی نرس بھی نہ تھی۔ ۷۔ دوڑنے کا ذکر ہی کیا وہ تو تیز بھی نہیں چل سکتا تھا۔ ۸۔ تازہ گوشت کا ذکر ہی کیا وہاں تو باسی گوشت بھی نہ تھا۔ ۹۔ لکھنے کا تو ذکر ہی کیا وہ تو پڑھنا بھی نہیں جانتا تھا۔ ۱۰۔ وہ مغرور تھا اس لئے میری مدد کی۔ ۱۱۔ وہ تھکا ہوا تھا اس لئے میرے ساتھ ہسپتال نہ جا سکا۔ ۱۲۔ وہ لنگڑا تھا اس لئے وقت پر کالج نہ پہنچ سکا۔ ۱۳۔ وہ غریب تھا اس لئے اپنی بے عزتی برداشت کر گیا۔ ۱۴۔ میری کار خراب تھی اس لئے مجھے تانگہ پر جانا پڑا۔ ۱۵۔ دوسری ٹیم وقت پر نہ آئی اس لئے میچ نہ ہو سکا۔

Vocabulary

1. was not available (نہ ملتا تھا), 2. admired him (تعریف کی), 3. does not want to see our face (ہمارا منہ بھی نہیں دیکھنا چاہتا), 4. To make both ends meet (مشکل سے گزارہ کرنا), 7. running (دوڑنا), 8. fresh meat (تازہ گوشت), 11. was tired (تھکا ہوا), 12. lame (لنگڑا), 13. To bear insult (بے عزتی برداشت کرنا), 15. could not be held (نہ ہو سکا).

Lesson No. 26

The Use of Comparatives In Phrases

MODEL SENTENCES

1. The more the men, the merrier it will be.	جتنے زیادہ آدمی ہوں گے اتنا ہی لطف آئے گا۔
2. The higher you go, the cooler it is.	جتنا اونچا جاؤ گے اتنی ہی ٹھنڈک ہوتی جاتی ہے۔
3. The sooner you go, the better it is.	جتنی جلدی تم جاؤ گے اتنا ہی بہتر ہے۔
4. The earlier you rise, the healthier you will be.	جتنا سویرے تم جاگو گے اتنے ہی تم صحت مند رہو گے۔
5. The hotter the tea, the better I like it.	چائے جتنی گرم ہو میں اسے اتنا ہی پسند کرتا ہوں۔

یاد رکھنے کی باتیں

۱۔ اردو میں "اتنا۔ جتنا" کے مفہوم کو انگریزی میں ادا کرنے کے لئے Adjective کی دوسری ڈگری اور اس کے ساتھ the لگائیں۔

EXERCISE 49

۱۔ جتنی زیادہ محنت کرو گے اتنا ہی اچھا ہے۔ ۲۔ جتنے صاف ستھرے رہو گے اتنے ہی تندرست رہو گے۔ ۳۔ جتنا گڑ ڈالو گے اتنا ہی میٹھا ہوگا۔ ۴۔ جتنا تیز دوڑو گے اتنا ہی بہتر ہوگا۔ ۵۔ جتنا زیادہ پڑھو گے اتنے ہی عقلمند ہو گے۔ ۶۔ جتنا اوپر جاؤ گے اتنی ہی سردی ہوگی۔ ۷۔ جتنا نیا کپڑا پہنو گے اتنے ہی زیادہ اچھے لگو گے۔ ۸۔ جتنے زیادہ دولتمند ہوتے جاؤ گے اتنے ہی لالچی ہوتے جاؤ گے۔ ۹۔ جتنے زیادہ طاقتور ہوتے جاؤ گے اتنے ہی مغرور ہوتے جاؤ گے۔ ۱۰۔ میں جتنا انتظار کرتا ہوں اتنا ہی بے صبر ہو جاتا ہوں۔ ۱۱۔ جوں جوں دن لمبے ہوتے گئے سردی کم ہوتی گئی۔ ۱۲۔ جہاز جتنا بڑا ہوگا اتنے ہی زیادہ آدمی اس میں آئیں گے۔ ۱۳۔ جتنی زیادہ بارش ہوگی اناج اتنا ہی سستا ہوگا۔ ۱۴۔ لکڑی جتنی سخت ہوگی اتنی ہی بہتر رہے گی۔ ۱۵۔ اس معاملے میں جتنا کم بولو گے اتنا ہی اچھا رہے گا۔

Vocabulary

1. harder (جتنی زیادہ محنت), 2. The cleaner (جتنے صاف ستھرے), The healthier (اتنے ہی صحت مند), 3. The more the sugar the sweeter it is (جتنا زیادہ گڑ ڈالو گے اتنا ہی میٹھا ہوگا), 4. faster (تیز دوڑو گے) , better (بہتر) 5. wiser (عقلمند) 6. The higher (اوپر جاؤ گے) 7. The newer cloth(جتنا نیا کپڑا) better you look (اتنے ہی اچھے لگو گے) 8. richer (جتنے زیادہ دولتمند) the more impatient (اتنے ہی بے صبر) 11. lesser the cold (ہوتی گئی) 12. The greater number of men (اتنے ہی زیادہ لوگ) 13. cheaper (سستا) 14. The harder (جتنی زیادہ سخت) 15. The less you say (کم بولنا), The better (اتنا ہی زیادہ اچھا)

Lesson No.27

THe Use of Too, To, So--- That, So that.

MODEL SENTENCES

1. He is **so** weak **that** he cannot walk.(Effect اثر، نتیجہ) OR He is **too** weak **to** walk.	وہ اتنا کمزور ہے کہ چل نہیں سکتا۔
2. He is **too** poor **to buy** book. OR He is **so** poor **that** he cannot buy books.	وہ اتنا غریب ہے کہ کتابیں نہیں خرید سکتا۔
3. He is **too** weak **to** move about. OR He is **so** weak **that** he cannot move about.	وہ اتنا کمزور ہے کہ حرکت نہیں کر سکتا۔
4. Work hard **so that** you **may** pass.	محنت کرو تاکہ پاس ہو جاؤ۔
5. He worked hard **so that** he **might** pass.	اس نے محنت کی تاکہ وہ پاس ہو جائے۔

یاد رکھنے کی باتیں

۱۔ اردو میں کسی کیفیت یا عمل کیفیت کو بیان کرنے کے لئے "اتنا" کا لفظ لکھا جاتا ہے۔ دوسرے حصے میں حتمی میں نتیجہ ظاہر کیا جاتا ہے۔ مثلاً "وہ اتنا کمزور ہے کہ چل نہیں سکتا۔" اس فقرے میں کمزوری کی شدت کو حتمی انداز میں بیان کیا گیا ہے۔

۲۔ ایسے فقروں کا ترجمہ دو طریقوں سے کیا جاتا ہے۔ پہلے حصے میں Too لگائیں اور بعد میں Infinite یعنی مصدر لگائیں۔ فعل کی پہلی فارم سے پہلے to لگا کر مصدر بنایا جاتا ہے۔ مثلاً to go, to run, to read

۳۔ دوسرا طریقہ فقرے میں "اتنے" کا ترجمہ so سے کریں اور بعد میں that لگائیں۔

"تاکہ" کا ترجمہ so that سے کریں۔ so that اکٹھا لکھیں۔

۴۔ so that کے بعد May یا Might لگائیں۔ اگر فقرے کے پہلے حصے میں حکم پایا جائے یا Present Tense پایا جائے تو May لگائیں۔ اگر فقرے کے شروع میں Past Tense پایا جائے تو دوسرے حصے میں Might لگائیں۔

۵۔ May اور Might کے ساتھ ہمیشہ فعل کی پہلی فارم لگائیں۔

EXERCISE 50

دوائی کھاؤ تاکہ صحت مند ہو جاؤ۔ ۲۔ یہ سوال اتنا مشکل ہے کہ ہماری کلاس کا کوئی لڑکا اسے حل نہیں کر سکتا۔ ۳۔ وہاں اتنا شور تھا کہ کان پڑی آواز سنائی نہیں دیتی تھی۔ ۴۔ ہم اتنے تھک گئے تھے کہ ایک قدم نہیں چل سکتے تھے۔ ۵۔ میں اس لئے محنت کرتا ہوں تاکہ کامیاب ہو جاؤں۔ ۶۔ محنت کرو تاکہ تم وظیفہ حاصل کر سکو۔ ۷۔ اس نے کہا ورزش کرو تاکہ تم صحت یاب ہو جاؤ۔ ۸۔ وہ اتنا بخیل ہے کہ خیرات میں ایک روپیہ نہیں دیتا۔ ۹۔ اس نے جھوٹ تاکہ کاروبار میں اسے نقصان نہ ہو۔ ۱۰۔ دودھ اتنا میٹھا تھا کہ پیا نہیں جا سکتا تھا۔ ۱۱۔ میں نے خط لکھا تاکہ دوست کی نظر میں پسندیدہ بن جاؤں۔ ۱۲۔ اس نے دوائی کھائی تاکہ صحت یاب ہو جائے۔ ۱۳۔ وہ اتنا چالاک ہے کہ کوئی اسے گرفتار نہیں کر سکتا۔ ۱۴۔ وہ اتنا غریب ہے کہ کوئی کتاب نہیں خرید سکتا۔ ۱۵۔ کشمیریوں کی مدد کرو تاکہ وہ آزادی کی جنگ جیت جائیں۔ ۱۶۔ وہ اتنا خوشامدی ہے کہ کسی سے دھوکہ نہیں کھا سکتا۔ ۱۷۔ وہ اتنا لالچی ہے کہ کسی کو ادھار نہیں دے سکتا۔ ۱۸۔ وہ اتنا کمزور ہے کہ دوڑ نہیں سکتا۔ ۱۹۔ اس نے وقت پر امتحان دیا تاکہ پاس ہو جائے۔ ۲۰۔ وقت پر کھانا کھاؤ تاکہ بیمار نہ پڑ جاؤ۔

Vocabulary

1. recover (صحت مند ہونا), 4. so tired(اتنا تھک گئے تھے) , 8. so miserly (اتنا بخیل), charity (خیرات), 9. migh no suffer a loss (اتنا نقصان نہ ہو), 10. could not be drunk (پیا نہیں جا سکتا تھا), 15: battle of freedom (آزا دی کی جنگ), 16. flatterer (خوشامدی), 17. could not lend (ادھار نہیں دے سکتا), 20. fall ill (بیمار پڑنا)

Lesson No. 28

Sequence of Tenses.

MODEL SENTENCES

1. I say that I know him	میں کہتا ہوں کہ میں اسے جانتا ہوں۔
2. He **says** that he **will not** come.	وہ کہتا ہے کہ میں نہیں آؤں گا۔
3. I **shall say** that she **misses** this train.	میں کہوں گی کہ وہ گاڑی سے رہ جائے گی۔
4. They **will say** that they **did not** buy any thing.	وہ کہیں گے کہ ہم نے کچھ نہیں خریدا تھا۔

وضاحت: پہلے حصے میں Present Tense یا Future Tense کوئی بھی ہو تو دوسرے حصے میں کوئی بھی Tense لگا سکتے ہیں۔

5. The doctor **said** that the patient **was** very weak.	ڈاکٹر نے کہا کہ مریض بہت کمزور ہے۔
6. I **told** him that he **would** go to Lahore.	میں نے اسے کہا کہ وہ لاہور جائے گا۔
7. They **told** us that earth **is** round.	انہوں نے ہمیں بتایا کہ زمین گول ہے۔

وضاحت: Past Tense کے بعد ہمیشہ Past Tense کی کوئی شکل لگے گی۔ چاہے اس میں Present Tense ہو۔ البتہ Universal Tru میں Present Tense لگائیں۔

8. I respected you as much as my brother does.	میں آپ کی اتنی عزت کرتا تھا جتنی کہ میرا بھائی کرتا ہے۔

وضاحت: اگر فقرے کے دوسرے حصے میں Than یا As much as آئے تو اس کے بعد فعل کی کوئی فارم بھی آ سکتی ہے۔ چاہے شروع میں Past Tense ہو۔

Warning:

۱۔ اگر Principal Clause کا فعل زمانہ ماضی میں ہو تو subordinate Clause کا زمانہ بھی ماضی ہوگا۔ مثلاً

"میں نے اسے بتایا کہ (Past Tense) احمد ایک محنتی لڑکا ہے۔ (Present Tense)

۲۔ ترجمہ کرتے وقت دوسرے حصے کو Past Tense بناؤ۔

- I said that Ahamd **was** an intelligent boy.

اگر ترجمہ کرتے وقت ہم Is لگائیں گے تو وہ غلط ہوگا البتہ Universal truth میں ہم Present Tense لگا سکتے ہیں۔

اس نے کہا زمین گول ہے۔ **He said that earth is round.**

EXERCISE 51

۱۔ میں جانتا ہوں کہ آپ کے سر میں درد ہو رہا ہے۔ ۲۔ وہ کہتا تھا کہ وہ تمہاری مدد نہیں کر سکتا۔ ۳۔ کیا تمہیں معلوم تھا کہ زمین سورج کے گرد گھومتی ہے؟ ۴۔ محمود نے کہا تھا کہ جمعرات کو چھٹی ہوگی۔ ۵۔ بوڑھے کسان نے لڑکوں سے کہا کہ اتفاق میں برکت ہے۔ ۶۔ اس نے کہا کہ سب غلطی پر ہیں۔ ۷۔ اس نے مجھے لکھا کہ وہ مجھے ملنے کے لئے آ رہا ہے۔ ۸۔ میں کہہ دوں گا کہ میری طبیعت خراب ہے۔ ۹۔ ڈاکٹر نے کہا ہیضہ چھوت سے پھیلنے والی بیماری ہے۔ ۱۰۔ اس نے کہا کہ پرہیز علاج سے بہتر ہے۔ ۱۱۔ مجھے معلوم نہ تھا کہ ماسٹر صاحب نے تمہارے قصور سے چشم پوشی کی ہے؟ ۱۴۔ اس نے کہا کہ میں تم سے اتنی محبت کرتا ہوں جتنی میں اپنے بچوں سے کرتا ہوں۔ ۱۵۔ کیا تمہیں معلوم تھا کہ لاہور بڑا ہے۔ ۱۶۔ میں جانتا تھا کہ سلیم ہونہار لڑکا ہے۔ ۱۷۔ میں دیکھتا ہوں کہ کتنے لڑکے آوارہ پھرتے ہیں۔ ۱۸۔ وہ پوچھتا تھا کہ تم کون ہو؟ ۱۹۔ مجھے معلوم تھا کہ تم بیمار پڑ جاؤ گے۔ ۲۰۔ لڑکے نے استاد سے پوچھا کہ کیا ایمانداری بہترین حکمت عملی ہے؟ ۲۱۔ وہ آج کی نسبت پہلے سے زیادہ ذہین تھا۔ ۲۲۔ ماسٹر صاحب نے بتایا کہ مسلمان مردے دفن کرتے ہیں۔ ۲۳۔ میرا خیال تھا کہ میں لاہور جاؤں گا۔ ۲۴۔ وہ آج کی نسبت پہلے سے زیادہ غریبوں کی مدد کرتا تھا۔ ۲۵۔ عورت نے جواب دیا کہ میرے بچے بھوکے ہیں۔

Vocabulary

1. To feel headache (سر درد محسوس کرنا), 2. Did you know (کیا تمہیں معلوم نہیں), 6. in the wrong (غلطی پر ہے), 8. out of sorts (طبیعت خراب ہونا) 9. infectious disease (چھوت سے پھیلنے والی بیماری), 10. prevention is better than cure (پرہیز علاج سے بہتر ہے), 12. mad dog (پاگل کتا), 13. fault (قصور), To overlook (چشم پوشی کرنا), 14. as much as I love my children (اتنی محبت جتنی اپنے بچوں سے کرتا ہوں), 17. To roam; To wander (گھومنا پھرنا), 19. To fall ill (بیمار پڑنا), 21. more intelligent (زیادہ ذہین), 22. bury (دفن کرنا), The dead (مردے), 25. hungry (بھوکے).

Lesson No. 29

(فعل مضارع)

The Aorist Tenses.

مضارع کا لفظی ترجمہ مشابہ کی مانند ہوتا ہے۔ قواعد زبان کی رو سے یہ ایسا فعل ہوتا ہے جس میں فعل حال اور فعل مستقبل دونوں کے معنی پائے جاتے ہیں۔

اردو میں علامت:۔ کرے، مرے، سوئے، ہو، ہے، کھائے وغیرہ

انگریزی میں ترجمہ:۔

انگریزی میں ایسے فقروں کا ترجمہ کرنے کے لئے کوئی باقاعدہ قانون نہیں ہے۔ چند الفاظ کے استعمال سے کام چلا لیا جاتا ہے۔ عام طور پر Should + پہلی فارم لگا کر ترجمہ کیا جاتا ہے۔

بعض اوقات کسی نتیجے کو ظاہر کرنا ہو تو May یا Might کے ساتھ پہلی فارم لگا کر ترجمہ کیا جاتا ہے۔ امکان ظاہر کرنا ہو تو May + پہلی فارم لگائیں گے۔

MODEL SENTENCES

1. Quaid-i-Azam said that the students should produce discipline in them.	قائداعظم نے کہا کہ طالب علم اپنے اندر نظم وضبط پیدا کریں۔ (پیدا کرنا چاہیے۔)
2. Where should I go?	میں کہاں جاؤں (جانا چاہیے)
3. What should he eat?	وہ کیا کھائے (کھانا چاہیے)
4. He worked hard **so that** he **might** pass.	اس نے محنت کی تاکہ پاس ہو جائے۔
5. You **may** come.	ممکن ہے آپ آ جائیں۔
6. **May** it rain today	ممکن ہے آج بارش ہو۔

EXERCISE 52

۱۔ ہم دوسروں کے لئے کیوں جئیں۔ ۲۔ میں آپ کے لئے بے عزتی کیوں برداشت کروں۔ ۳۔ ہیڈ ماسٹر صاحب نے لڑکوں سے کہا کہ وہ اپنے والدین کی عزت کریں۔ ۴۔ ہم کفر کے لئے اپنی جانیں کیوں قربان کریں؟ ۵۔ امیر لوگ غریبوں کے لئے دوڑ دھوپ کیوں کریں؟ ۶۔ ہم بیمار لوگوں کو اپنا خون کیوں دیں؟ ۷۔ مریض شام کو کیا پئے۔ ۸۔ میرے بچے دوپہر کو کیا کھائیں؟ ۹۔ میں آپ کے لئے دکھ کیوں اٹھاؤں؟ ۱۰۔ صدر نے کہا ہم کوشش کریں تاکہ ملک سے غربت دور کی جا سکے۔ ۱۱۔ وہ ہر روز یہاں آتا ہے تاکہ مجھے فریب دے سکے۔ ۱۲۔ ممکن ہے آج برف باری ہو جائے۔ ۱۳۔ اس نے درخواست دی تاکہ ملازمت مل جائے۔ ۱۴۔ وہ دوڑا تاکہ گاڑی پکڑ سکے۔ ۱۵۔ اس نے لیمپ روشن کیا تاکہ پڑھ سکے۔

Vocabulary

1. To bear insult (بے عزتی برداشت کرنا), 2. sacrifice (قربانی دینا), **4. kufir** (کفر), **5. struggle** (دوڑ دھوپ), 6. donate blood (خون دینا), **9. to take trouble** (دکھ اٹھانا), **10. remove poverty** (غربت دور کرنا), 11. To deceive (دھوکہ دینا), **12. snow** (برف باری), **13. To apply** (درخواست دینا), **14. catch the** train (گاڑی پکڑنا), 15. To light the lamp (لیمپ روشن کرنا)

Lesson No.30

The Causative verbs.

MODEL SENTENCES

1. He **got** a letter written.	اس نے خط لکھوایا۔ (کس سے لکھوایا؟ معلوم نہیں)
2. **Have** you **got** your old shoes mended.	کیا تم نے پرانے جوتے مرمت کروا لئے ہیں۔ (کس سے؟ معلوم نہیں)
3. I got the door painted.	میں نے دروازے پر رنگ کروایا۔ (کس سے کروایا؟ معلوم نہیں)
4. He had his hair cut.	اس نے اپنے بال کٹوائے۔
5. I **made** him cut my hair.	میں نے اپنے بال کٹوائے۔ (بال کاٹنے والے کا علم نہیں)
6. I **made** my brother wash the clothes.	میں نے اپنے بھائی سے کپڑے دھلوائے۔
7. I cannot **make** this boy sit.	میں اس لڑکے کو نہیں بٹھا سکتا۔
8. I made him go there.	میں نے اسے وہاں جانے پر مجبور کیا۔
9. He **helped** me solve this sum.	اس نے مجھے یہ سوال حل کرنے میں مدد دی۔
10. He **made** us laugh by his jokes.	اس نے اپنے لطیفوں سے ہمیں ہنسایا۔

یاد رکھنے کی باتیں

۱۔ اگر اردو کے فقروں میں کوئی کام کسی اور سے کروایا جائے تو ایسے فقروں کو Causative Verbs والے فقرے کہتے ہیں۔

۲۔ ان کا ترجمہ کرتے وقت عام طور پر Help, Cause, Have, Make, Get کے فعل استعمال ہوتے ہیں۔

۳۔ جس فقرے میں کام کرنے والے کا علم نہ ہو (فقرہ نمبر ۱ تا ۴) تو ایسے فقروں میں Get یا Have کے مطابق صحیح فارم لگائیں۔ بعد ازاں Object اور اس کے بعد اصلی Verb کی تیسری فارم

مثلاً: میں نے کپڑے دھلوائے۔ I got my clothes washed.

اس فقرے میں کپڑے دھونے والے کا علم نہیں۔ اس میں get کی دوسری فارم لگائیں۔ کیونکہ اردو فقرہ Past Tense میں ہے۔ بعد ازاں مفعول My clothes لگائیں۔

۴۔ جن فقروں میں کام کرنے والے کا علم ہو اور کام کروانے والے کا بھی علم ہو (دیکھیں فقرہ ۵ تا ۱۰) ایسے فقروں کا ترجمہ کرتے وقت مندرجہ ذیل طریقے کو ذہن میں رکھیں۔ سب سے پہلے وہ Subject لکھیں۔ جو دوسرے کو کام کرنے پر مجبور کرتا ہے۔ اس کے بعد فقرے میں Tense کے مطابق Make کی فارم لکھیں پھر جو کام کرتا ہے اور اس کے بعد اصلی فعل First Form لکھیں۔ Make کے علاوہ ہم Help اور Cause کے فعل بھی استعمال کر سکتے ہیں۔ مثلاً:

"میں نے اس سے بال کٹوائے۔" (Past Tense)

فاعل جو کام کروانے پر مجبور کرتا ہے = "میں"۔ فاعل جو کام کرتا ہے = "اس سے"۔

مفعول = "بال"۔ فعل = کٹوائے۔ اب ترجمہ کرتے وقت

I made him cut the hair.

۱۔ پہلے فاعل جو کام پر مجبور کرے کا ترجمہ	I:
۲۔ بعد ازاں Make کی دوسری فارم "کٹوائے"	made:
۳۔ جو بال کاٹتا ہے	him:
۴۔ فعل "کاٹنا"	Cut:

Warning:

۱۔ Get اور Have کے بعد ہمیشہ فعل کی تیسری فارم لکھیں۔

۲۔ Help, Cause, Make کے بعد ہمیشہ فعل کی پہلی فارم لکھیں۔

EXERCISE 53

۱۔ میں نے نتیجے کا اعلان کرایا۔ ۲۔ ان پرانی چیزوں کو جلوا دو۔ ۳۔ اس کی کتاب آج ہی بھجوا دو۔ ۴۔ گھر کی کرسیوں کی مرمت کروا ڈالو۔ ۵۔ یہ خط کسی طالب علم سے نقل کروالو۔ ۶۔ کیا تم نے اپنے کپڑے تیار کروا لیے ہیں۔ ۷۔ میرے جوتوں کو پالش کون کروائے گا۔ ۸۔ اپنی زندگی کا بیمہ کروالو۔ ۹۔ کیا وہ ہر روز اپنے کمرے کو جھاڑو دلاتا ہے؟ ۱۰۔ وہ ہر روز داڑھی کی حجامت بنواتا ہے۔ ۱۱۔ کیا آپ نے اپنے ناخن ترشوا لیے؟ ۱۲۔ اس نے نوکر کو گھر دوڑایا۔ ۱۳۔ ہیڈ ماسٹر نے لڑکے کو سزا دلوائی۔ ۱۴۔ تم نے یہ سوال کس سے نکلوایا ہے؟ ۱۵۔ میں نے شریر لڑکے کو پٹوایا۔ ۱۶۔ میں نے مہمانوں کے ہاتھ دھلوائے ہیں۔ ۱۷۔ اس نے نوکر سے کوٹ کے بٹن لگوائے۔ ۱۸۔ کیا آپ اس سے میرے زیورات واپس کروا سکتے ہیں۔ ۱۹۔ کیا استاد نے اس شرارتی لڑکے کو اسکول سے نکلوا دیا؟ ۲۰۔ پولیس اس سے بات نہیں کہلوائے گی۔

Vocabulary

1. got the result announced (نتیجے کا اعلان کروایا), 2. To burn (جلانا), 3. repair (مرمت کرنا), 4. copy (نقل کرنا), 5. prepare (تیار کرنا), 8. insure (بیمہ کرنا), 10. To shave (حجامت کرنا), beard (داڑھی), 11. To pare the nails (ناخن تراشنا), 14. To solve the sum (سوال حل کرنا), 15. To beat (پیٹنا، پٹنا), 17. To button (بٹن لگوانا), 19. naughty boy (شرارتی لڑکا), 20. To say this thing (کہنا، کہلوانا).

Lesson No. 31

The Use of Correlatives.

MODEL SENTENCES

(a) Showing Addition (اضافے کو ظاہر کرنا) :

The use of "As well as; Both; Not only... but also; Besides".

As well as

1. I **as well as** you **am** guilty.	میں بھی قصوروار ہوں اور تم بھی۔
2. You **as well as** I **are** thirsty.	آپ کو بھی پیاس لگی ہے اور مجھے بھی
3. Aslam **as well as** his friends **is** very busy.	اسلم اور اس کے دوست بہت مصروف ہیں۔

ہدایت:۔

اردو میں ''بھی'' کا ترجمہ "as well as" لگا کر کرتے ہیں۔ فعل ہمیشہ فاعل کے مطابق لگائیں۔ فاعل واحد ہے تو واحد لگائیں اور اگر فاعل جمع ہے تو فعل جمع لگائیں۔ پہلے فقرے میں I کے ساتھ فعل am لگا ہوا ہے۔ دوسرے فقرے میں You کے ساتھ فعل Are لگا ہوا ہے۔ اور تیسرے فقرے میں Aslam کے ساتھ فعل Is لگا ہوا ہے۔

Both

4. Both Akbar **and** Asghar are good boys.	اکبر اور اصغر دو اچھے لڑکے ہیں۔
5. Both water **and** milk are useful food.	پانی اور دودھ مفید غذا ہے۔
6. Both Aslam **and** I are intelligent boys.	اسلم اور میں ذہین طالب علم ہیں۔
7. We both love **and** respect our teachers.	ہم اپنے استادوں کی عزت بھی کرتے ہیں اور محبت بھی۔

ہدایت:۔

جب دو کاموں کو دو شخص مل کر کریں تو اردو میں ''اور'' لگاتے ہیں۔ ترجمہ کرتے وقت Both لگائیں اور Both کے بعد ہمیشہ and لگاتے ہیں۔ Both کے بعد as well as نہ لگائیں یہ غلط ہوگا۔

Besides

8. **Besides** me, he loves my children.	میرے علاوہ وہ میرے بچوں سے محبت کرتا ہے۔
9. **Besides** milk, he drinks (takes) tea.	دودھ کے علاوہ وہ چائے پیتا ہے۔
10. **Besides** physics, he studies Mathematics.	فزکس کے علاوہ وہ حساب پڑھتا ہے۔

ہدایت:۔

''کے علاوہ'' کا ترجمہ Besides کے ساتھ کریں اور اردو میں Tense کے مطابق ترجمہ کریں۔

Not only ... but also

11. He is **not only** intelligent, but **also** hardworking.	وہ نہ صرف ذہین ہے بلکہ محنتی بھی۔
12. He **not only** sings, but **also** dances.	وہ نہ صرف گاتا ہے بلکہ رقص بھی کرتا ہے۔
13. He **not only** abused me, but **also** beat me.	اس نے نہ صرف مجھے گالیاں دیں بلکہ پیٹا بھی۔

ہدایت:۔

نہ صرف ''بلکہ'' کا ترجمہ Not only ... but also کے ساتھ کریں۔ اردو فقرے کے Tense کے مطابق ترجمہ کریں۔

EXERCISE 54

۱۔ اسلم اور میں دونوں کل حاضر تھے۔ ۲۔ سلیم اور حامد دونوں کشتی لڑکے ہیں۔ ۳۔ اسے بھی جرمانہ ہوا مجھے بھی۔ ۴۔ اس نے بھی باسی پھل کھائے میں نے بھی۔ ۵۔ فارسی کے سوا وہ تمام مضامین پر حاوی تھا۔ ۶۔ اس کے علاوہ تمام لڑکوں کو جرمانہ ہوا۔ ۷۔ وہ نہ صرف ذہین ہے بلکہ محنتی ہے۔ ۸۔ وہ نہ صرف دوائی پیتا ہے بلکہ شہد بھی۔ ۹۔ ایک بلی اور اس کا بچہ کھیل رہے ہیں۔ ۱۰۔ علامہ اقبال نہ صرف اچھے شاعر تھے بلکہ ایک فلاسفر بھی۔ ۱۱۔ پاکستان نہ صرف ایک زرخیز ملک ہے بلکہ ایٹمی طاقت بھی۔ ۱۲۔ سلیم اور میں اچھے باورچی ہیں۔ ۱۳۔ حامد نہ صرف ڈراموں میں کام کرتا ہے بلکہ فلموں میں بھی۔ ۱۴۔ پانی کے علاوہ پارٹی میں کھانے کی تمام اشیاء موجود تھیں۔ ۱۵۔ میرے علاوہ تمام لوگوں نے شراب پی۔

VOCABULARY

4. stale fruit (باسی پھل) **5. besides**(سوا) **6. was master** (حاوی تھا) **7. honey** (شہد) **8. kitten** (بلی کا بچہ) **9. philosopher** (فلاسفر)**11. fertile country** (زرخیز ملک) ,**atomic power** (ایٹمی طاقت) **13. takes part** (حصہ لیتا ہے) **14. eatable** (کھانے کی اشیاء)

Lesson No. 32

Showing Choice

Either ... or; Neither ... nor; Otherwise.

MODEL SENTENCES

1. **Either** drink milk **or** tea.	خواہ دودھ پیو خواہ چائے۔
2. **Either you** or **your brother has** committed theft.	یا تم نے چوری کی ہے یا تمہارے بھائی نے۔
3.**Either you** or **your friend has** plucked the flower.	یا تم نے یا تمہارے دوست نے پھول توڑا ہے۔
4. **Either I** or **my brother has** bought a new pen.	یا میں نے یا میرے بھائی نے نیا قلم خریدا ہے۔
5. **Neither you** nor **your brother has** done his homework.	نہ تم نے نہ تمہارے بھائی نے سکول کا کام کیا۔
6. Neither **he** nor **his friend is** honest.	نہ وہ دیانتدار ہے نہ اس کے دوست۔
7. This book is neither good **nor** interesting.	یہ کتاب نہ تو اچھی ہے اور نہ دلچسپ۔
8. Neither **you** nor **your sisters have** taken ice cream.	نہ تم نے نہ تمہاری بہنوں نے آئس کریم کھائی ہے۔
9. Work hard **otherwise** you will fail.	محنت کرو ورنہ فیل ہو جاؤ گے۔
10. Walk slowly, **otherwise** you will fall.	آہستہ چلو ورنہ گر جاؤ گے۔

EXERCISE 55

۱۔ نہ ہی اسلم کالج آیا اور نہ ہی میں۔ ۲۔ نہ تم خود وقت پر کالج آتے ہو اور نہ دوسروں کو آنے دیتے ہو۔ ۳۔ خواہ یہ دوائی پی لو یا دوسری، دونوں ہی کھانسی میں مفید ہیں۔ ۴۔ یا کالج میں باقاعدگی سے آؤ یا پڑھائی چھوڑ دو۔ ۵۔ یا دل لگا کر محنت کرو یا داخلہ مت بھیجو۔ ۶۔ یا تم نے کھڑکی کا شیشہ توڑا ہے یا رشید نے، کیونکہ یہاں اور کوئی موجود نہیں تھا۔ ۷۔ یا تم میرا قرضہ ادا کرو یا میں تمہارے خلاف دعویٰ دائر کروں گا۔ ۸۔ نہ ہی میں اور نہ میرے دوستوں نے بس ڈرائیور کو پیٹا ہے۔ ۹۔ نہ وحیدہ نے اور نہ ہی اس کی سہیلی نے کالج کی پارٹی میں رقص کیا تھا۔ ۱۰۔ نہ ہی پرنسپل اور نہ اساتذہ نے ہمیں انگریزی پڑھائی تھی۔ ۱۱۔ استاد کا کہنا مانو ورنہ پچھتانا پڑے گا۔ ۱۲۔ کونین کھاؤ ورنہ تم بیمار پڑ جاؤ گے۔ ۱۳۔ نہ دودھ نہ چائے اسے موافق آتی ہے۔ ۱۴۔ وقت پر فیس ادا کرو ورنہ کالج سے نام کٹ جائے گا۔ ۱۵۔ تیز چلو ورنہ گاڑی سے رہ جاؤ گے۔ ۱۶۔ نہ ہی تم آئے نہ ہی تمہارا کوئی خط آیا۔ ۱۷۔ نہ ہی اس نے نہ ہی اس کی سہیلیوں نے میرا قرض دینا ہے۔ ۱۸۔ اسے خط لکھو ورنہ وہ ناراض ہو جائے گا۔ ۱۹۔ خواہ تم وہاں جاؤ یا اسے سفارشی خط لکھو میرا کام ہونا چاہیے۔ ۲۰۔ نہ ہی رقص نہ ہی گانا گانے سے وہ مشہور ہوا۔

Vocabulary

2. nor let the other come (دوسروں کو آنے نہیں دینا), 3. cough (کھانسی), 5. whole heartedly (دل لگا کر), 6. window pane (کھڑکی کا شیشہ) 7. pay the loan (قرضہ ادا کرنا), sue you in the court (دعویٰ دائر کرنا) 11. repent (پچھتانا), 12. quinine (کونین) fall ill (بیمار پڑنا) 13. suits him (موافق آنا), 14. your name will be struck off (تمہارا نام کٹ جائے گا) 15. To miss the train (گاڑی سے رہ جانا), 17. To pay the loan (قرض دینا), 18 To get angry (or annoyed)(ناراض ہونا), 20. To get popularity (مشہور ہونا).

Lesson NO. 33

The Use of Relative Pronouns.

MODEL SENTENCES.

1. The book **which** was lost **has** been found.	جو کتاب گم ہو گئی تھی وہ مل گئی ہے۔
2. The news that you told me, is true.	وہ خبر جو تم نے مجھے سنائی، سچی ہے۔
3. The children **whose** parents **are** poor, **should** work very hard.	وہ بچے جن کے والدین غریب ہوتے ہیں انہیں سخت محنت کرنی چاہیے۔
4. The cow **whose** colour **is** red, **gives** a lot of milk.	وہ گائے جس کا رنگ سرخ ہے وہ بہت دودھ دیتی ہے۔
5. Leave the subject **which** is difficult.	جو مضمون مشکل ہے اسے چھوڑ دو۔
6. I saw a man **who** was blind.	میں نے ایک آدمی دیکھا جو اندھا تھا۔
7. This is the man **whom** I do not like.	یہی وہ آدمی ہے جسے میں پسند نہیں کرتا ہے۔
8. Has the doctor **whom** I met yesterday, went on leave?	کیا وہ ڈاکٹر جسے میں کل ملا تھا چھٹی پر چلا گیا؟
9. I accepted every proposal **that** was put forward	میں نے ہر تجویز جو پیش کی گئی قبول کر لی۔
10. The dog that bit the stranger was not mad.	جس کتے نے اجنبی کو کاٹا تھا وہ دیوانہ نہیں تھا۔

یاد رکھنے کی باتیں

۱۔ اردو میں "جو۔ جس" وغیرہ کے الفاظ کو انگریزی میں **Relative Pronoun** کہتے ہیں۔

۲۔ اشخاص کو ظاہر کرنے کے لئے **Who, Whom** استعمال کریں۔

۳۔ بے جان اشیاء کے لئے **Which** استعمال کریں۔

۴۔ جاندار اور بے جان دونوں کے لئے **That** استعمال کریں۔

Who اور **Whom** کا فرق:۔

۱۔ **Who** اور **Whom** دونوں اشخاص کی طرف اشارہ کرتے ہیں۔

۲۔ who.....فاعل کی طرف۔ whom....... مفعول کی طرف

ترجمہ کرنے کا طریقہ:۔ سب سے پہلے فاعل کا ترجمہ کریں۔ اگر فاعل کوئی شخص ہو تو **Who** لگائیں۔ ورنہ **Which** یا **That** لگائیں۔

Warning:

بعض طلباء "جو" کا ترجمہ پہلے کرتے ہیں اور بعد ازاں فاعل بھی دوبارہ لکھ دیتے ہیں جو غلط ہے۔ مثلاً

☆ جو لڑکا محنت کرتا ہے وہ پاس ہو جاتا ہے۔

Who boy works hard, he will pass. (غلط ہے)

اس فقرے میں پہلے فاعل کا ترجمہ کریں۔ یعنی "لڑکے" کا۔

- The boy who works hard, will pass. (صحیح ہے)

دوبارہ فاعل کا ترجمہ "He" کرنا غلط ہے۔

EXERCISE 56

۱۔ جو کتاب تم نے خریدی تھی بڑی مفید ہے۔ ۲۔ جو لڑکے باقاعدہ کام نہیں کرتے فیل ہو جاتے ہیں۔ ۳۔ جو آدمی سچ نہیں بولتا اسے دوست نہیں بنانا چاہئے۔ ۴۔ جس پانی سے بدبو آتی ہو پینے کے قابل نہیں رہتا۔ ۵۔ جو چیز دریا میں تیرتی ہے وہ کمبل ہے یا ریچھ۔ ۶۔ جن لڑکوں نے کام نہیں کیا وہ کھڑے ہو جائیں۔ ۷۔ جس کتاب کا ایک لفظ نہیں پڑھ سکتے خریدنے کا فائدہ۔ ۸۔ جو جوتا تنگ لگتا ہے اسے خریدا ہی کیوں جائے؟ ۹۔ جس لڑکے کو تم کل ملے تھے وہ میرا چچازاد بھائی ہے۔ ۱۰۔ جو کیمیکل تم نے کل خریدی تھی۔ چوری کی ہے۔ ۱۱۔ وہ آدمی جس کے بیٹے نے کل خودکشی کر لی تھی آج مر گیا ہے۔ ۱۲۔ میں اس آدمی سے کس طرح محبت کر سکتا ہوں جو غریبوں سے نفرت کرتا ہو۔ ۱۳۔ آپ جو کہانی سنا رہے ہیں۔ سچی نہیں ہے۔ ۱۴۔ جس لڑکے کو مرا علی ہے وہ میرا پڑوسی نہیں ہے۔ ۱۵۔ جو لوگ چاول کھاتے ہیں وہ زیادہ بہادر نہیں ہوتے۔ ۱۶۔ کیا تم اس گاؤں کی طرف جا رہے ہو۔ جہاں تم نے نیا مکان بنایا ہے؟ ۱۷۔ وہ تصویر کہاں ہے جو ہم نے کل تیار کی تھی؟ ۱۸۔ میرے بھائی نے ایک میز خریدی ہے۔ جو ساگوان کی لکڑی کی بنی ہوئی تھی۔ ۱۹۔ وہ کھلاڑی جس کی کل ٹانگ ٹوٹ گئی تھی آج مر گیا ہے۔ ۲۰۔ ایسا پانی جس میں جراثیم ہوں، صحت کے لئے مضر ہے۔

Vocabulary

2 regularly (باقاعدگی سے). 3. To be friend (دوست بنانا), 4. Is not fit to drink (پینے کے قابل نہ ہونا) gives bad smell (بدبو دینا). 5. blanket or bear (کمبل اور ریچھ), 8. pinches (جوتا تنگ), 10. is of theft (چوری کی ہے), 11. To commit suicide (خودکشی کرنا). 18. teakwood (ساگوان کی لکڑی), Injurious to health (صحت کے لئے مضر ہے۔)

Lesson No. 34

The use of As, ... As (مثبت فقرے), So.... As (منفی فقرے), Weather ... or (آیا کہ چاہے), As far as (یہاں تک)

MODEL SENTENCES

1. He is as intelligent as I am.	وہ اتنا ذہین ہے جتنا کہ میں۔
2. This flower is as red as blood.	یہ پھول اتنا سرخ ہے جتنا کہ خون۔
3. He is as rich as his brother.	وہ اتنا امیر ہے جتنا کہ اس کا بھائی

ہدایت:۔ جب دو چیزوں کے درمیان مثبت مفہوم میں مقابلہ ہو تو as کے بعد as لگائیں۔ اردو میں "اتنا کہ، جتنا کہ" کے الفاظ استعمال ہوتے ہیں۔

7. I would rather die than beg.	میں مرنا قبول کروں گا لیکن مانگوں گا نہیں۔
8. I would rather leave this house than beg pardon.	میں اس مکان کو چھوڑنا پسند کروں گا لیکن معافی نہیں مانگوں گا۔

ہدایت:۔ ایسے فقروں میں مصمم ارادہ پایا جاتا ہے۔ ترجمہ کرتے وقت Would کے ساتھ rather کا لفظ استعمال کریں اور پہلی فارم لگائیں دوسرے حصے میں Than لگائیں۔ اور فعل کی پہلی فارم Than کے بعد To مت لگائیں۔

9. Do not sit in the company of such boys as are gamblers.	ایسے لڑکوں کی صحبت میں مت بیٹھو جو جواری ہوں۔
10. He bought such a book as was uninteresting.	اس نے ایسی کتاب خریدی جو غیر دلچسپ تھی۔
11. He had such a coin as was base (false).	اس کے پاس ایسا سکہ تھا جو جعلی تھا۔
12. He was the same man that (as) met me yesterday.	یہ وہی آدمی تھا جو مجھے کل ملا۔

یہ وہی گائے ہے جو چوری ہوئی تھی۔	13. This was **the same** cow **as** was stolen.
یہ وہی اجنبی تھا جس نے ہمارے گھر نقب لگائی تھی۔	**14.** He **was the same** stranger **as (that)** broke into our home.

ہدایت:۔ ایسے فقروں کے لئے انگریزی میں Such کا لفظ لکھیں اور Such کے بعد as لگائیں۔

۲۔ such کے بعد Who, Which مت لگائیں۔ "وہی" کا ترجمہ same سے کریں۔

۳۔ same کے بعد as لگائیں یا that لگائیں۔

۴۔ same کے بعد Who یا Which, that وغیرہ مت لگائیں۔

تم پسند کرو یا نہ کرو تمہیں یہ کام کرنا پڑے گا۔	15. You must do this work **whether** you like it **or** not.
چاہے تم پسند کرو یا نہ کرو تمہیں لاہور جانا پڑے گا۔	16. You will have to go to Lahore, **whether** you like it **or** not.
چاہے وہ پاس ہو یا فیل، اسے نوکری ضرور مل جائے گی۔	17. **Whether** he passes **or** fails, he must get the job.

ہدایت:۔ کام کرنے کے دونوں اختیار موجود نہیں ہیں لیکن پھر بھی کام کرنا پڑتا ہے۔ ایسے فقروں میں Whether کے بعد or لگا کر ترجمہ کریں۔

جہاں تک میں جانتا ہوں سلیم ایک محنتی لڑکا ہے۔	18. **As far as** I know, Saleem is a hardworking boy.
جہاں تک مجھے معلوم ہے اس نے چوری نہیں کی۔	19. **As far as** I know, he did not steal.
جہاں تک حمید کا تعلق ہے وہ ایک دیانتدار آدمی ہے۔	20. **As far as** Hameed is concerned, he is an honest man.

EXERCISE 57

۱۔ یہ کتاب اتنی دلچسپ ہے جتنا کہ ناول۔ ۲۔ میں اتنا ہی ایماندار ہوں جتنا پہلے تھا۔ ۳۔ یہ گھوڑا اتنا ہی تیز دوڑتا ہے جتنا کہ ہرن۔ ۴۔ اس کا رنگ اتنا ہی سفید ہے جتنا کہ برف کا گولہ۔ ۵۔ وہ اتنا اندھا ہے جتنا کہ چمگادڑ۔ ۶۔ اس کی بہن اتنی مکار ہے جتنا کہ لومڑ۔ ۷۔ یہ سبق یاد کرنے میں اتنا آسان تھا جتنا کہ اے، بی، سی۔ ۸۔ جنگل میں اس نے ایک بلا کو دیکھا جو اتنا غضبناک تھا جتنا کہ چیتا۔ ۹۔ ہماری دوستی اتنی پرانی ہے جتنا کہ پہاڑ۔ ۱۰۔ مجھے دیکھ کر اس کا چہرہ اتنا زرد ہو گیا جتنی کہ موت۔

So.... as

۱۱۔ میں اتنا صحت مند نہیں رہا جتنا کہ پہلے تھا۔ ۱۲۔ یہ کتاب جتنی دلچسپ ہے اتنی مفید نہیں۔ ۱۳۔ یہ سونا جتنا چمکتا ہے اتنا قیمتی نہیں۔ ۱۴۔ یہ لڑکی جتنی خوبصورت ہے اتنی وفادار نہیں۔ ۱۵۔ گلاب کا پھول جتنا سرخ ہے اتنا خوشبودار نہیں۔ ۱۶۔ یہ دوائی جتنی کڑوی ہے اتنی مفید نہیں ہے۔ ۱۷۔ یہ گھوڑا جتنا خوبصورت ہے اتنا تیز نہیں دوڑتا۔ ۱۸۔ طالب علم جتنا محنتی ہے اتنا ذہین نہیں۔ ۱۹۔ ہم جتنے سادہ دکھائی دیتے ہیں اتنے سادہ نہیں ہیں۔ ۲۰۔ ہمارے استاد صاحب جتنے خوش لباس ہیں اتنے عالم نہیں۔

Same... as Such....as

۲۱۔ یہ وہی گھوڑا ہے جو تم نے کل خریدا تھا۔ ۲۲۔ یہ وہی گھڑی ہے جو تم نے مرمت کے لئے دی تھی۔ ۲۳۔ یہ وہی اجنبی ہے جس نے بچہ اغوا کیا تھا۔ ۲۴۔ یہ وہی پولیس مین ہے جس نے رشوت لی تھی۔ ۲۵۔ یہ وہی آدمی ہے جو مجھے کل ملنے آیا تھا۔ ۲۶۔ یہ وہی فلم ہے جو کئی ہفتوں سے چل رہی ہے۔ ۲۷۔ ایسے آدمیوں سے دوستی ٹھیک نہیں جو دھوکے باز ہوں۔ ۲۸۔ میں تمہیں ایسا کپڑا نہیں دے سکتا جو دیرپا نہ ہو۔ ۲۹۔ میں تمہارے ساتھ ایسا سلوک نہیں کر سکتا جو شرمناک ہو۔ ۳۰۔ میں ایسا ناول نہیں پڑھتا جو فحاشی پھیلاتا ہو۔ ۳۱۔ جہاں تک میرا خیال ہے وہ کمینہ نہیں ہے۔ ۳۲۔ خواہ تمہیں وہ لڑکی پسند ہو یا نہ ہو لیکن تمہیں اس سے شادی کرنا پڑے گی۔ ۳۳۔ خواہ موسم سخت ہو یا نہ ہو تمہیں مری جانا پڑے گا۔ ۳۴۔ جہاں تک میں جانتا ہوں وہ لڑکی کینسر کی مریضہ ہے۔ ۳۵۔ جہاں تک مجھے معلوم ہے اس کا باپ رشوت لیتا ہے۔ ۳۶۔ تم پسند کرو یا نہ کرو تمہیں کشمیر کی آزادی کے لئے لڑنا پڑے گا۔ ۳۸۔ جہاں تک میرے والد صاحب کا تعلق ہے ان کا اس معاملے میں کوئی ہاتھ نہیں ہے۔ ۳۹۔ تم چاہو یا نہ چاہو تمہیں یہ کڑوی دوائی پینی پڑے گی۔ ۴۰۔ جہاں تک پاکستانی افواج کا تعلق ہے وہ ہر محاذ پر دشمن کا ڈٹ کر مقابلہ کرتی ہیں۔

Vocabulary

1. snow ball (برف کا گولہ), 5. bat (چمگادڑ), 8. fierce (غضبناک), tiger (چیتا), 9. as ancient or as old (اتنی پرانی), 13. precious (قیمتی), 14. faithful (وفادار), 16. bitter (کڑوی), 20. well dressed (خوش لباس), 23. kidnap (اغوا کرنا), 24. To accept bribe (رشوت لینا), 26. go on (چلنا), 27. To make friends (دوستی لگانا), cheat (دھوکے باز), shameful (شرمناک), propogate; spreads (پھیلاتا ہے), 30. obscenity, vulgarity(فحاشی), mean (کمینہ) 33. severe (سخت گیر), 36. for the independence of Kashmir (کشمیر کی آزادی), 38. no hand in this matter (اس معاملے میں کوئی ہاتھ نہیں), 40. on every front (ہر محاذ پر), fight dauntlessly (ڈٹ کر لڑتی ہیں), on every front (ہر محاذ پر)

Lesson No.35

The Use of Miscellaneous Construction:

1. Enough. 2. Since (As Conjunction of time)

MODEL SENTENCES

1. He is **not wise enough** to understand this.	وہ اتنا عقلمند نہیں ہے کہ بات سمجھ سکے۔
2. He is not **generous enough** to wish well of others.	وہ اتنا سخی نہیں ہے کہ دوسروں کا بھلا چاہے۔
3. You were **kind enough** to give me a job.	آپ اتنے مہربان تھے کہ آپ نے مجھے ملازمت دی۔

Since: (Conjunction or Adverb)

4. It is two weeks since the school closed. **(Past Tense)**	سکول کو بند ہوئے دو ہفتے ہو گئے ہیں۔
5. It was ages since I saw him. **(Past Tense)**	مدت ہوئی کہ اسے دیکھا تھا۔
6. I did not see him **since his marriage.**	میں شادی کے بعد اسے نہیں ملا
7. How long is it **since you saw the film.**	کتنی مدت ہوئی کہ تم نے یہ فلم دیکھی۔
How long is it **since you passed B.A.**	کتنی مدت ہوئی کہ تم نے بی۔ اے۔ پاس کیا۔

ہدایت:۔ فقرہ نمبر ۴ سے ۸ تک میں Since Conjunction of time کے طور پر استعمال ہوا ہے۔ ایسے ہر فقرے میں دو حصے ہوتے ہیں۔ اردو کے مطابق Tense لکھیں۔ البتہ فقرے میں since کے بعد Past Tense لکھیں۔

But For

9. **But for** my help, he **would have been** undone (Passive Voice)	میری مدد کے بغیر وہ تباہ ہو جاتا۔
10. **But for** your interference, he **would have been** arrested. (Passive Voice)	تمہاری مداخلت کے بغیر وہ گرفتار ہو جاتا۔

ہدایت:۔ "نہ رہ سکا" کا ترجمہ Could not help سے کریں اور بعد ازاں اسم حاصل مصدر (Gerund) لگائیں۔

Could not help

1. I could not help **weeping** on listening his story.	اس کی کہانی سن کر میں روئے بغیر نہ رہ سکا
2. He could not **help being** surprised on seeing him suddenly.	وہ اسے اچانک دیکھ کر حیران ہوئے بغیر نہ رہ سکا

اسم حاصل مصدر (Gerund):

فعل کی پہلی فارم کے ساتھ ing لگانے سے اسم حاصل مصدر یعنی Gerund بن جاتا ہے۔

مثلاً **Gamble....... Gambling; Laugh .... Laughing**

Drink .... Drinking; Steal .... Stealing

EXERCISE 58

۱۔ کوا اتنا عقلمند ہے کہ معمولی سا اشارہ بھی سمجھ لیتا ہے۔ ۲۔ وہ اتنا بے وقوف تھا کہ اس نے اس طرح کا رویہ اختیار کیا۔ ۳۔ تم اتنے ضدی ہو کہ اس بات پہ بلاوجہ اصرار کر رہے ہو۔ ۴۔ وہ اتنا فراخدل ہے کہ دشمن کو معاف کر سکتا ہے۔ ۵۔ بیمار میں اتنی طاقت ہے کہ چارپائی سے اٹھ سکتا ہے۔ ۶۔ وہ اتنا خوشحال ہے کہ کار خرید سکتا ہے۔ ۷۔ وہ اتنا مہربان ہے کہ مجھے کاروبار میں مدد دے سکتا ہے۔ ۸۔ ہمارا پرنسپل اتنا مہربان ہے کہ تمہاری فیس معاف کر سکتا ہے۔ ۹۔ یہ سڑک اتنی کشادہ ہے کہ اس پر دو لاریاں گزر سکتی ہیں۔ ۱۰۔ وہ اتنا بیوقوف ہے کہ میری بات نہیں سمجھ سکتا۔

Vocabulary

1. simple hint (معمولی اشارہ), 2. behaved in that manner (اس طرح کا رویہ اختیار کیا), 3. obstinate (ضدی), insist (اصرار کرنا), without reason (بلاوجہ), 4. generous (فراخدل), 5. lift (اٹھنا), 6. prosperous (خوشحال), 9. wide (کشادہ), 10. stupid (بیوقوف)

The Use of "Since"

دوسرے حصے کا ترجمہ پہلے کریں

۱۔ جب سے میں نے دوائی کھائی ہے مجھے بخار نہیں آتا۔ ۲۔ سکول کو بند ہوئے ہفتہ گزرا ہے۔ ۳۔ جب سے اس نے کالج چھوڑا ہے اس نے ایک لفظ بھی نہیں پڑھا ہے۔ ۴۔ جب سے اس کی شادی ہوئی ہے وہ مجھ سے نہیں ملا۔ ۵۔ اسے ملے ہوئے مدتیں گزر گئیں۔ ۶۔ جب سے وہ امریکہ سے آیا ہے اس کی صحت اچھی نہیں ہوگی۔ ۷۔ جب سے میں نے باسی روٹی کھائی ہے میرے پیٹ میں درد ہو رہا ہے۔ ۸۔ جب سے میں نے یہ کاروبار شروع کیا ہے یہ گھاٹے میں جا رہا ہے۔ ۹۔ جب سے اس کی ماں مری ہے وہ کسمپرسی کی زندگی بسر کر رہا ہے۔ ۱۰۔ جب سے میں نے اسے ادھار دیا ہے اس نے مجھ سے قطع تعلق کر لی ہے۔

Vocabulary

1. To suffer from fever (بخار میں مبتلا ہونا), 2. The school closed (سکول کو بند ہوئے), 5. ages have passed (مدتیں گزر گئیں), 6. did not feel well (اچھی صحت نہیں رہی), 7. stale bread (باسی روٹی), 8. To suffer from colic (پیٹ میں درد ہونا), 9. miserable life (کسمپرسی کی زندگی), 10. To lend money (ادھار دینا), break off (قطع تعلق کر لینا),

How long is it

۱۔ اسے اسلام قبول کیے کتنا عرصہ گزرا ہے؟ ۲۔ تمہیں فوج میں گئے ہوئے کتنا عرصہ ہوا ہے؟ ۳۔ اسے اس ہوٹل میں رہتے ہوئے کتنا عرصہ ہو چکا ہے؟ ۴۔ کتنی مدت ہوئی کہ تم نے بال کٹوائے تھے؟ ۵۔ اسے تمہارے ہاں آئے کتنی مدت گزر چکی ہے؟ ۶۔ ڈاکٹر صاحب کو پریکٹس کرتے ہوئے کتنا عرصہ ہوا ہے؟ ۷۔ اسے کشمیر کی آزادی کے لئے لڑتے ہوئے کتنا عرصہ ہو گیا ہے؟ ۸۔ تمہیں اس کالج میں پڑھتے ہوئے کتنی مدت گزر چکی ہے؟ ۹۔ تمہیں ناخن تراشے ہوئے کتنا وقت گزر چکا ہے؟ ۱۰۔ تمہیں چینی کھاتے ہوئے کتنا عرصہ گزر چکا ہے؟

Vocabulary

1. embrace Islam(اسلام قبول کرنا), 2. joined the army (فوج میں گئے ہوئے), 4. cut off hair (بال کٹوانا), 6. To start practice (پریکٹس کرتے ہوئے), 7. Independence battle of Kashmir (کشمیر کی جنگ آزادی), 9. To pare the nails (ناخن تراشنا),

But for (کے بغیر)

۱۔ اگر وہ وقت پر نہ پہنچ جاتا تو چور بھاگ گیا ہوتا۔ ۲۔ اگر اسلم میری مدد نہ کرتا تو میں فیل ہو جاتا۔ ۳۔ ڈاکٹر کی بروقت آمد کے بغیر مریض مر جاتا۔ ۴۔ میری مدد کے بغیر وہ امتحان پاس نہیں کر سکتا تھا۔ ۵۔ تمہاری مداخلت کے بغیر وہ گرفتار ہو جاتا۔ ۶۔ تمہاری مداخلت کے بغیر اس جھگڑے کا فیصلہ نہیں ہو سکتا۔ ۷۔ بروقت بارشوں کے بغیر فصلوں کا ستیاناس ہو چکا ہوتا۔ ۸۔ میری بروقت مدد کے بغیر وہ تباہ و برباد ہو چکا ہوتا۔ ۹۔ بروقت اپریشن نہ کیا جاتا تو مریضہ دم توڑ چکی ہوتی۔ ۱۰۔ تمہاری مدد کے بغیر میں جیل میں رہائی کا تصور نہیں کر سکتا تھا۔

Vocabulay

1. would have fled (بھاگ گیا ہوتا), 3. timely arrival (بروقت آمد), 5. your interference (تمہاری بروقت مداخلت), 6. To settle the issue (فیصلہ ہونا), 7. would have been ruined(Passive Voice) (ستیاناس), 9. would have died (دم توڑ چکی ہوتی) , 10. release (رہائی), imagine (تصور کرنا)

Could not help

۱۔ اس کی المناک کہانی سن کر میں روئے بغیر نہ رہ سکا۔ ۲۔ میرے والد صاحب کی موت کی خبر سن کر وہ چلائے بغیر نہ رہ سکا۔ ۳۔ اس مضحکہ خیز لڑکے کو دیکھ کر میں ہنسے بغیر نہ رہ سکا۔ ۴۔ شیر کو اپنی طرف آتے دیکھ کر میں چیخیں مارے بغیر نہ رہ سکا۔ ۵۔ پاکستان کے ایٹمی دھماکہ کی خبر سن کر میں خوش ہوئے بغیر نہ رہ سکا۔ ۶۔ اس کے گستاخانہ رویہ دیکھ کر میں شرمندہ ہوئے بغیر نہ رہ سکا۔ ۷۔ اسے دیکھ کر میں ہنسے بغیر نہ رہ سکا۔ ۸۔ ملک کے نظم وضبط کو دیکھ کر صدر صاحب تعریف کئے بغیر نہ رہ سکے۔

Vocabulary

1. tragic story (المناک کہانی) , cry (چیخ، چلانا) 3. ludicrous boy (مضحکہ خیز لڑکا) 4. To shriek (چیخیں مارنا) 5. atomic explosion (ایٹمی دھماکہ) 6. To feel excitement (جوش محسوس کرنا) discipline (نظم وضبط) 7. insulting attitude (گستاخانہ رویہ) feeling ashamed (شرمندہ ہونا) 8. To turn out (نکالنا) 10. admire (تعریف کرنا)

LESSON No. 36

Verbs: Active in Urdu But Passive in English

بعض Verbs اردو میں جاندار اور متحرک ہوتے ہیں۔ لیکن انگریزی میں وہ Passive (سست) ہوتے ہیں۔ ان Verbs کے استعمال میں عام طور پر طلباء غلطیاں کرتے ہیں۔ مثلاً ''میں حیران ہوا'' کا ترجمہ I am surprised ہوتا ہے۔ طلباء کو یہ بات سمجھ نہیں آتی کہ am کے ساتھ فعل کی تیسری فارم تو Passive Voice میں آتی ہے۔ لیکن اوپر والا فقرہ Passive Voice نہیں ہے کیونکہ اس میں فاعل دیا گیا ہے۔ تو یہ گرامر کے لحاظ سے فقرہ کیسے صحیح ہے۔ اس مسئلے کو سمجھنے کے لئے ذیل میں کچھ فعلوں کو درج کیا جاتا ہے۔ جنہیں ہم Helping verb کے ساتھ تیسری فارم میں استعمال کر سکتے ہیں۔

1. To bear (پیدا کرنا)	**To be born (پیدا ہونا)**
2. To drown (ڈبونا)	**To be drowned (ڈوبنا)**
3. To disappoint (مایوس کرنا)	**To be disappointed (مایوس ہونا)**
4. To offend (ناراض کرنا)	**To be offended (ناراض ہونا)**
5. To tire (تھکا دینا)	**To be tired (تھک جانا)**
6. To surprise (حیران کرنا)	**To be surprised (حیران ہونا)**
7. To ashame (شرمندہ کرنا)	**To be ashamed (شرمندہ ہونا)**
8. To defeat (شکست دینا)	**To be defeated (شکست کھانا)**
9. To destroy (تباہ کرنا)	**To be destroyed (تباہ ہونا)**
10. To frighten (ڈرانا)	**To be frightened (ڈر جانا)**
11. To grieve (رنجیدہ کرنا)	**To be grieved (رنجیدہ ہونا)**
12. To please (خوش کرنا)	**To be pleased (خوش ہونا)**
13. To confuse (پریشان کرنا)	**To be confused (پریشان ہونا)**
14. To satisfy (مطمئن کرنا)	**To be satisfied (مطمئن ہونا)**
15. To oblige (احسان کرنا)	**To be obliged (احسان مند ہونا)**

MODEL SENTENCES

I am **surprised to** see you successful in th examination.	۱۔ میں تمہیں امتحان میں کامیاب دیکھ کر حیران ہو گیا ہوں۔
I was **frightened to** see the tiger.	۲۔ میں شیر کو دیکھ کر ڈر گیا۔
He was **disappointed to** know my result	۳۔ وہ میرا نتیجہ سن کر مایوس ہو گیا۔
He was not **pleased on** getting a prize	۴۔ انعام حاصل کر کے وہ خوش نہ ہوا۔
A child was **drowned into** the stream.	۵۔ ایک بچہ ندی میں ڈوب گیا۔
I was **shocked** at this.	۶۔ اس کی بات نے مجھے صدمہ پہنچایا۔
I am **satisfied** at his performance.	۷۔ میں اس کی کارکردگی پر مطمئن ہوں۔
I am **obliged** at your kindness.	۸۔ میں آپ کی مہربانی پر احسان مند ہوں۔

EXERCISE 59

۱۔ وہ امیر گھرانے میں پیدا ہوا۔ ۲۔ اس کی اچانک موت سے بہت صدمہ ہوا۔ ۳۔ جلسہ کب ہوگا؟ ۴۔ میں اس کی ناکامی پر مایوس ہو گیا۔ ۵۔ شیر کی خوفناک آواز نے انہیں ڈرا دیا۔ ۶۔ ہمارے کالج کی ترقی دیکھ کر سب حیران رہ گئے۔ ۷۔ زیادہ کام نے مجھے تھکا دیا ہے۔ ۸۔ دشمن کے بہت سارے فوجی میدان میں مارے گئے۔ ۹۔ تم اپنی زندگی سے تنگ آئے ہوئے معلوم ہوتے ہو۔ ۱۰۔ اس مقابلے میں تم یقیناً ہار جاؤ گے۔ ۱۱۔ میری گائے نے ایک بچھڑا جنا ہے۔ ۱۲۔ آخرکار اسے یقین ہو گیا کہ لوگ اس کے رویے سے خوش نہیں ہیں۔ ۱۳۔ پرانے زمانے میں بہت سارے جہاز تباہ ہو جاتے تھے۔ ۱۴۔ بچہ ایک ٹرک کے نیچے کچلا گیا۔

Vocabulary

1. was born (پیدا ہوا) 2. To be grieved (صدمہ ہونا)3. To be held (منعقد ہونا) 7. over work (زیادہ کام) (9. Tired of (تنگ ہونا) 10. competition (مقابلہ) 11. calf (بچھڑا) 12. he was convinced (اسے یقین ہو گیا) 13. To be wrecked (تباہ ہونا) 15. was run over (کچلے جانا)

Revision of Various Constructions of Translation:

۱۔ اسے رات بھر جاگنا پڑتا ہے۔ (Keep awake)

۲۔ اگر وہ وقت پر آتا تو گاڑی پر سوار ہو جاتا۔ (To board the train)

۳۔ اگر بابا جان کو آج تنخواہ مل گئی تو میں کل فیس ادا کروں گا۔ ۴۔ جو مضمون مشکل ہے اسے چھوڑ دو۔ ۵۔ یہی وہ لڑکا ہے جس نے میرا قلم چرایا تھا۔ ۶۔ وہ میز جس کی ٹانگ ٹوٹی ہوئی ہے بہت پرانی ہے۔ ۷۔ آہستہ چلو ورنہ تم گر پڑو گے۔ ۸۔ جوہڑ کا پانی گندہ بھی تھا اور کڑوا بھی۔ ۹۔ اس نے تمہارے بھائی کو پیٹا ہی نہیں بلکہ اسے گالیاں بھی دیں۔ ۱۰۔ اگر تم بازار جاؤ تو میرے لئے سیب لاؤ۔ ۱۱۔ سلمیٰ کہتی ہے کہ فرحت اس سال امتحان نہیں دے گی۔ ۱۲۔ وہ گائے جو دیوار کے پاس کھڑی ہے بہت دودھ دیتی ہے۔ ۱۳۔ اگر تم دوائی نہیں پیو گے تو تمہارا بخار نہیں اترے گا۔ ۱۴۔ تم اتنے چالاک نہیں ہو جتنا کہ تمہارا بھائی۔ ۱۵۔ گھوڑا اتنا تیز نہیں دوڑ سکتا جتنا کہ ہرن۔ ۱۶۔ میں کہتا ہوں کہ تم جلدی صحت یاب ہو جاؤ گے۔ (Recover) ۱۷۔ جونہی گاڑی کھڑی ہوئی مسافروں نے نیچے اترنا شروع کر دیا۔ (to alight) ۱۸۔ استاد نے لڑکے سے پوچھا کہ کیا تمہارے والد صاحب ڈاکٹر ہیں۔ ۱۹۔ کاش وہ اتنا ظالم نہ ہوتا۔ ۲۰۔ وہ اس طرح سے انگریزی بولتا ہے جیسے اس کی مادری زبان ہو۔ ۲۱۔ اگرچہ وہ نیک ہے مگر لوگ اسے ناپسند کرتے ہیں۔ ۲۲۔ وہ نہ صرف شرابی ہے بلکہ جواری بھی۔ ۲۳۔ جتنا میں آگے بڑھتا ہوں اتنا ہی وہ پیچھے ہٹتا ہے۔ ۲۴۔ جوں جوں دن لمبے ہوتے گئے سردی کم ہوتی گئی۔ ۲۵۔ وہ ہر روز یہاں آتا ہے تاکہ مجھ سے فائدہ اٹھا سکے۔ (To benefit) ۲۶۔ ہم دوسروں کے لئے کام کیوں کرتے ہیں۔ ۲۷۔ میری خواہش ہے کہ وہ صحت مند ہوتا۔ ۲۸۔ اگر تم پیشگی رقم ادا کرو گے تو تمہیں کپڑا مل جائے گا۔ (In advance) ۲۹۔ جب تک دوائی نہیں پیو گے صحت مند نہیں ہو گے۔ ۳۰۔ وہ اس طرح سے چلا رہا تھا گویا کہ پاگل ہے۔ ۳۱۔ وہ زمین پر اس طرح لیٹ گیا گویا کہ وہ مردہ ہے۔ (lay down) ۳۲۔ پاکستان کو وجود میں آئے ہوئے پچاس برس گزر چکے ہیں۔

۳۳۔ موسم بہار گزرے ایک مہینہ گزر چکا ہے۔ ۳۴۔ اسے تمہارے ہاں ہوئے کتنی مدت ہوئی ہے۔ ۳۵۔ یہ پانی بڑا ناقص ہے۔ پینے سے پرہیز کرو۔ ۳۶۔ وہ ان کے بغیر نہ رہ سکا۔ ۳۷۔ وہ اس کی مدد کے بغیر نہ رہ سکا۔ ۳۸۔ کسی کو گالی دینا شریفوں کا شیوہ نہیں۔ (It is no like gentleman) ۳۹۔ اس نے اتنی محنت کی کہ بیمار پڑ گیا۔ ۴۰۔ اس نے مجھ سے خط لکھوایا۔ ۴۱۔ وہ اتنا غریب ہے کہ جوتا نہیں خرید سکتا۔ ۴۲۔ غریب بوڑھے کو ساری رات جاگنا پڑتا ہے۔ ۴۳۔ وہ اتنا کنجوس ہے کہ خدا کے نام پر بھی کچھ نہیں دیتا۔ (miser) ۴۴۔ پہاڑوں پر اتنی سردی پڑتی ہے کہ ننگے پاؤں نہیں چلا جاتا۔ ۴۵۔ وہ اتنا فراخ دل نہیں کہ دوسروں کا بھلا چاہے۔ (wish well) (generous) ۴۶۔ چاہے کچھ ہو میں اسے معاف نہیں کروں گا۔ ۴۷۔ تم خواہ کتنی محنت کرو اس کا مقابلہ نہیں کر سکتے۔ ۴۸۔ چاہے کچھ ہو ہندوستان کشمیریوں کو غلام نہیں رکھ سکتا۔ ۴۹۔ [illegible] لگا دو۔ ۵۰۔ مریض کے لئے پرہیز اتنا ضروری ہے جتنی کہ دوا۔ (prevention)

Vocabulary

1. although (اگرچہ); 2. not only ...... but also (نہ صرف بلکہ) ; 3. scarcely (بمشکل) ; 4. as soon as (جونہی کہ ; 5. whether (چاہے، آیا کہ) ; 6. as .... as (اتنا کہ، جتنا کہ، مثبت فقرہ) ; 7. so ..... as (اتنا کہ، جتنا کہ، منفی فقرہ) ; 8. same (وہی) ; 9. such (ویسی) ; 10. has to (پڑتا ہے); 12. enough (اتنا); 13. however (چاہے، خواہ); 14. come what may (چاہے کچھ ہو); 15. not to speak of (ذکر ہی کیا، در کنار); 16. as far as (جہاں تک تعلق ہے)17. had better (کاش!); 18. but for (کے بغیر); 19. could not help (نہ رہ سکا); 20.as much as (اتنا کہ جتنا); 21. lest (ایسا نہ ہو، مبادا); 22. so.... that (اتنا زیادہ کہ); 23. so that (تاکہ); 24. as if (گویا کہ)

Rules of rendering Urdu Sentences into English in a nutshell (V. imp)

These Words go in Pair

1. Although, Though کوئی لفظ نہیں آتا
2. Scarcely, Hardly (کے بعد) When
3. Neither, (کے بعد) Nor.
4. Either (کے بعد) Or.
5. Same (کے بعد)as.
6. Such (کے بعد)as.
7. Too (کے بعد) Infinite to go, to walk etc.
8. Lest (کے بعد)should.
9. Not only (کے بعد) but also.
10. Both (کے بعد) and.
11. As (کے بعد) as.
12. So (کے بعد) as.
13. Rather (کے بعد) than.
14. So (کے بعد) that.
15. If (Present tense) (کے بعد) will, shall + پہلی فارم
16. If (Past tens) (کے بعد) would, should + پہلی فارم
17. If (Had + تیسری فارم) (کے بعد)would have, should have + تیسری فارم
18. Hardly, Scarcely (کے بعد) before یا when.

Please Do not Write (مت لکھیں)

۱۔ Unless, Until کے بعد not مت لکھیں۔
۲۔ Too کے بعد Not مت لکھیں۔
۳۔ Lest کے بعد Not مت لکھیں۔
۴۔ Both کے بعد as well as مت لکھیں۔
۵۔ When اور If کے بعد Than مت لکھیں۔
۶۔ Same, Such کے بعد Which مت لکھیں۔
۷۔ As if As though کے بعد Present Tense مت لکھیں۔
۸۔ If + Had + تیسری فارم .... صرف should, would مت لکھیں۔
۹۔ کسی فقرے میں دو Future Tense مت لکھیں۔
۱۰۔ مندرجہ ذیل افعال کے بعد کوئی preposition مت لکھیں۔

No Preposition, Please.

1. love; 2. hate; 3. marry: 4. reasonable; 5. ask; 6. reach; 7. advise; 8. request; 9. order; 10. affect; 11. control 12. attack; 13. inform; 14. obey; 15. resemble; 16. discuss.

PART-V

Translation of an Urdu paragraph into English

Golden Rules for Rendering an Urdu Passage into English

پیراگراف کا انگریزی ترجمہ کرنے میں عام مشکلات اور غلطیاں:

(1) اردو پیراگراف کو اچھی طرح پڑھیں۔ اس کے مفہوم کو سمجھ لیں۔ بعد ازاں ترجمے کرتے وقت لفظ بلفظ ترجمہ مت کریں بلکہ اس کے معنی اور مفہوم کے مطابق ترجمہ کریں۔ مثلاً اردو میں اگر یہ فقرہ ہو کہ "چیزوں کی قیمتیں آسمان سے باتیں کر رہی ہیں۔" تو غلط ترجمہ یہ ہوگا:

The prices of things are talking to the sky.

جبکہ صحیح ترجمہ یہ ہوگا:

The prices of things are sky rocketing. Or (increasing)

(2) اگر اردو فقرہ لمبا ہو تو اسے انگریزی میں ترجمہ کرتے وقت دو یا تین حصوں میں تقسیم کر لیں۔ اور پھر Tense کے مطابق کریں۔

"ڈاکیہ ڈاک کے تھیلے کو کندھے پر لٹکا کر گلی گلی ڈاک تقسیم کرتا پھرتا ہے" اگر اس فقرے کا ترجمہ چھوٹے جملے بنا کر کیا جائے تو آسانی سے ہو سکتا ہے ورنہ غلطی کا امکان رہے گا۔

ڈاکیہ ڈاک کے تھیلے کو کندھے پر لٹکاتا ہے اور گلی گلی ڈاک تقسیم کرتا ہے۔

The postman hangs the mail bag round his shoulder and distributes the mail from street to street.

(3) لفظ "کہ" کا ترجمہ:۔ عام طور پر لفظ "کہ" کا ترجمہ کرتے وقت طالب علم مختلف غلطیاں کرتے ہیں۔ مندرجہ ذیل قوانین کو یاد رکھنے سے غلطی کا امکان ختم ہو سکتا ہے۔

اس نے کہا کہ میں خوش ہوں۔

غلط ترجمہ:۔ **He said that I am happy.**

صحیح ترجمہ:۔ **He said that he was happy.**

لفظ "کہ" کے بعد سادہ جملہ آئے تو **that** لگائیں اور **Principal Clause** اگر **Past tense** میں ہو تو باقی حصے کو بھی **Past Tense** میں کریں اور **Pronoun** کا خیال رکھیں۔ لفظ "کہ" کے بعد اگر کوئی نصیحت، حکم یا درخواست ہو تو "کہ" کا ترجمہ to سے کریں۔

اس نے مجھے کہا کہ پانی لاؤ۔ (حکم) **He said to me to bring a glass of water.**

لفظ "کہ" کے بعد اگر سوالیہ فقرہ آئے تو سوالیہ فقرے کو ویسے ہی لکھ دیں اور یہ "کہ" کو نظر انداز کر دیں۔

I asked him where he lived?

میں نے اس سے پوچھا کہ وہ کہاں رہتا ہے؟ (سوالیہ)

لفظ "کہ" اگر بمشکل والے فقرے میں آئے تو اس کا ترجمہ **Before** یا **When** سے کریں۔

وہ بمشکل کالج پہنچا تھا کہ گھنٹی بج گئی۔ **He hardly** reached the college, **when** (before) the bell rang.

(4) اگر اردو فقرہ **Direct Speech** میں ہو تو اسے ترجمہ کرتے وقت **Direct speech** میں ہی رہنے دیں۔ اردو میں بعض اوقات ایک آدمی کی گفتگو کو بیان کرتے وقت " " کا استعمال نہیں ہوتا۔ لیکن انگریزی میں ایسا کرنا ضروری ہے۔

ان میں سے ایک نے کہا میں جنگل سے لکڑیاں لاؤں گا۔

غلط ترجمہ:

One of them said **that I shall** bring wood from the jungle.

طلباء عام طور پر **said** یا **Asked** کے بعد **That** لگا دیتے ہیں لیکن باقی حصے کو **Indirect form** میں نہیں کرتے۔ اب اس جملے کو صحیح طور پر ترجمہ کرنے کے دو طریقے ہیں۔

(1) آسان طریقہ۔

One of them said, " I shall bring wood from the jungle".

(2) متبادل طریقہ۔

One of them said **that he would** bring wood from the jungle.

(5) اگر کسی جملے کے پہلے حصے میں **Past Tense** ہو تو دوسرے حصے میں بھی **Past Tense** لگائیں۔ چاہے اردو میں **Past Tense** دیا
گیا ہو۔ البتہ عالمگیر سچائی بیان کی گئی ہو تو ہم ترجمہ **Present Tense** میں ہی کریں گے۔

(1) غلط طریقہ:

He said **that he will** pass. اس نے کہا کہ وہ پاس ہو جائے گا۔

(2) صحیح طریقہ۔

He said that **he would** pass. اس نے کہا کہ وہ پاس ہو جائے گا۔

He said that **God is one.** (Correct) اس نے کہا کہ خدا ایک ہے۔ (عالمگیر سچائی)

(6) فعل مضارع کا ترجمہ:

(6) لفظ "مریں، کریں، ہوئیں" وغیرہ فعل مضارع کا ترجمہ عام طور پر **Should , May, So, That,** "" وغیرہ سے کریں۔

"قائداعظم نے طلباء سے کہا کہ وقت کی پابندی کریں۔

ایسے فقروں کو پہلے اردو مناسب قالب میں ڈھال لیں۔ پھر ترجمہ کریں۔ مثلاً:

متبادل اردو:

"قائداعظم نے طلباء سے کہا کہ انہیں وقت کی پابندی کرنی چاہیے۔

Quaid-i-Azam said to the students that to abide by time.

غلط ترجمہ:

صحیح ترجمہ:

Quaid-i-Azam advised the students **that they should abide** by time

اس نے محنت کی تاکہ پاس ہو جائے۔

He worked hard **so that** he passed. (غلط ترجمہ)
He worked hard so that **he might** pass. (صحیح ترجمہ)

وہ محنت کرتا ہے تاکہ پاس ہو جائے۔

He works hard so that he passes. (غلط ترجمہ)
He works hard so that he **may** pass. (صحیح ترجمہ)

(5-a) "تاکہ" کا ترجمہ **So that** سے کریں۔ بعد ازاں **May** یا **Might** کے ساتھ پہلی فارم لگائیں۔ اگر پہلا حصہ **Present**
Tense میں ہو تو **So that** کے بعد **May** لگائیں۔ اگر پہلا حصہ **Past tense** ہو تو **So that** کے بعد **Might** لگائیں۔

(7) "تو" کا ترجمہ:

جملے کا پہلا حصہ "اگر" سے شروع ہو اور درمیان میں "تو" آئے تو ترجمہ کرتے وقت "تو" کا ترجمہ **That** سے مت کریں۔

اگر تم محنت کرو گے تو پاس ہو جاؤ گے۔

If you work hard, **then you** will pass. (غلط ترجمہ)
If you work hard, you will pass. (صحیح ترجمہ)

"تو" کا ترجمہ **Then** سے کرنا غلط ہے۔ "تو" کا ترجمہ صرف **Comma** لگا کر کریں۔

یاد رہے کہ **If** کے بعد **then** کا استعمال غلط ہے کیونکہ کسی جملے میں دو **Conjunctions** استعمال نہیں کر سکتے۔

(8) اردو کے فقرے میں عام طور پر دو Future Tense آ جاتے ہیں لیکن انگریزی میں پہلے حصے کا ترجمہ Present tense یا صرف Simple Present Tense میں کریں اور دوسرے حصے کا ترجمہ Future Tense میں۔

اگر میں لاہور جاؤں گا تو تمہارے لئے کھلونے لاؤں گا۔

If I **shall** go to Lahore, I **shall** bring toys for you. (غلط ترجمہ)

If I go to Lahore, I **shall** bring toys for you. (صحیح ترجمہ)

(9) لفظ "کر" یا "کرکے" کا ترجمہ:۔

ناشتہ کرکے وہ کالج گیا۔ **Breakfasting, he went to college.** (غلط ہے)

ایسے فقروں کو دو حصوں میں تقسیم کریں۔

He breakfasted and went to college. (صحیح ہے)

(10) مصدر "نا۔ نے۔ نی" کا ترجمہ:

کھیلنے کے لئے کالج جاتے ہیں۔ **They go to college for playing.** (غلط ہے)

They go to college to play. (صحیح ہے)

فقرے کے اندر "نا۔ نے۔ نی" (رونے۔ سونا، پینا) یعنی اگر مصدر ہو تو اسے فعل کی پہلی فارم + to لگا کر ترجمہ کریں۔

(11) لفظ "لگا۔ لگے" کا ترجمہ:۔

عام طور پر "لگا۔ لگے" کا ترجمہ Begin یا Began سے کریں۔

وہ رونے لگا۔ **He wept.** (غلط ہے)

He **began to** weep. (صحیح ہے)

موسم برسات شروع ہونے لگا۔ **The rainy season started.** (غلط ہے)

The rainy season **began to start.** (صحیح ہے)

(12) "نہ رہ سکا" کا ترجمہ مندرجہ ذیل طریقے سے کیا جاتا ہے۔

میں روئے بغیر نہ رہ سکا۔ **I could not but weep** OR

I could not **help** weeping

نوٹ:۔ Help اور but کو اکٹھا استعمال نہیں کیا جا سکتا۔ "میں روئے بغیر نہیں رہ سکتا" اب Could not کی بجائے cannot لگائیں۔

I cannot but weep OR I cannot not **help** weeping

(13) "گویا کہ" یا "جیسا کہ" کا ترجمہ:۔

As though, As if لگا کر کریں۔

ایسا دکھائی دیتا ہے کہ وہ پاگل ہے۔ **It looks as if he is mad.** (غلط ہے)

It looks as if he were mad. (صحیح ہے)

قاعدہ:

اگر فقرے میں کوئی حالت یا کیفیت بیان کی گئی ہو تو as if یا as though کے بعد ہمیشہ were لگائیں۔ was یا is, are, am غلط ہوگا۔

اہم اشارے:

یاد رہے کہ تمام الفاظ کے ساتھ Were لگائیں۔ It کے ساتھ بھی Were لگتا ہے۔

وہ اس طرح سے چلتا ہے جیسا کہ لنگڑا ہو۔

He walks **as** if he **were** lame.

وہ اس طرح سے چلتا ہے جیسے اس کا پاؤں زخمی ہو گیا ہے۔

He walks **as if** his foot **has been** hurt. (غلط ہے)
He walks **as if** his foot **had been** hurt. (صحیح ہے)

وہ اس طرح چلا یا جیسے اس نے سانپ دیکھ لیا ہو۔

He cried as if he **has** seen a snake. (غلط ہے)
He cried as if he **had** seen a snake. (صحیح ہے)

قاعدہ:- اگر کسی فقرے میں کوئی عمل (Action) پایا جائے تو **as though, as if** کے بعد تیسری فارم + **Had** لگائیں گے۔

(14) کسی فقرے کے اندر سوال ہو تو اسے سادہ حالت میں لکھیں۔

اس نے مجھے پوچھا کہ میں کہاں رہتا ہوں۔

He asked me **where** do I live? (غلط ہے)
He asked me **where** I lived? (صحیح ہے)

پہلے فقرے میں سوالیہ حصہ استفہامیہ انداز میں لکھا گیا ہے جو کہ غلط ہے۔ یعنی سوالیہ فقرے میں ہم فعل، فاعل سے پہلے لگاتے ہیں۔ جبکہ فقرے کے اندر سوال کو سادہ انداز میں لکھتے ہیں۔ فقرے کی سادہ حالت **Where I lived** ہے۔ پہلے حصے میں **Past Tense** ہے اس لئے دوسرا حصہ بھی Past Tense میں آئے گا۔

(15) چلتے چلتے وہ تھک گیا۔

As he walked, he was tired. (غلط ہے)
While he was walking, he was tired. (صحیح ہے)

روتے روتے بچہ سو گیا۔

As the child wept, he slept. (غلط ہے)
While weeping, the child slept. (صحیح ہے)

قاعدہ:- اگر کسی فقرے میں کوئی کام جاری ہو لیکن اس کے ساتھ ایک اور کام شروع ہو جائے تو ترجمہ **While** کے ساتھ فعل کی پہلی فارم + **ing** لگائیں گے۔

(16) کسی دوسرے سے کام کروانا۔

1. I **made Aslam** write a letter. ۱۔ میں نے اسلم سے ایک خط لکھوایا۔
2. I **got a** letter written. ۲۔ میں نے ایک خط لکھوایا۔
3. I **shall have** my boots polished. ۳۔ میں اپنے بوٹ پالش کراؤں گا۔
4. Get/ **Have** this work finished. ۴۔ یہ کام ختم کروا لو۔

قاعدہ:- بعض فقروں میں دو فاعل ہوتے ہیں۔ ایک فاعل دوسرے فاعل سے کام کرواتا ہے۔ ایسے فقروں میں **Tense** کے مطابق **Will make, Shall make, Made, Makes, Make,** وغیرہ لگا کر ان کے بعد دوسرا **Subject** پھر اصلی **Verb** کی **(first form)** اور آخر میں Object آتا ہے۔ (فقرہ نمبر (1))۔

بعض فقروں میں کام کروانے والا **Subject** تو موجود ہوتا ہے لیکن کام کرنے والا **Subject** موجود نہیں ہوتا۔ ایسے فقروں میں Subject کے بعد **Get/ Have, Got/Had, Will get/ Have, Shall get/ have** اور ان کے بعد **Object** اور آخر میں **Past Participle** (یعنی فعل کی تیسری فارم) لگایا جاتا ہے۔ فقرہ نمبر 2,3,4 ملاحظہ کریں۔

(17) کاش کا ترجمہ

Would that I **had been** rich.	۱۔ کاش میں امیر ہوتا۔
Would that I **had** spoken the truth.	۲۔ کاش میں نے سچ بولا ہوتا۔
Would that he **came** now.	۳۔ کاش وہ اب آ جائے۔

قاعدہ:۔ اوپر کے دو فقروں کو پڑھنے سے پتہ چلتا ہے کہ یہ دونوں فقرے ایسی خواہش کو ظاہر کرتے ہیں۔ جو ماضی میں **Past Tense** میں کی گئی تھی۔ ایسے فقروں کا ترجمہ کرتے وقت سب سے پہلے **Would that** لگائیں۔ اس کے بعد **Subject** اور پھر **Past Perfect Tense** لگائیں۔ تیسرے فقرے میں خواہش موجودہ زمانے میں کی گئی ہے۔ اس قسم کا ترجمہ کرنے سے پہلے **Would that** یا **Oh that** لگائیں۔ اس کے بعد **Subject** اور **Past Simple Tense** لگائیں۔

(18) فوری جذبے کو ظاہر کرنے والے فقرے:۔

How high the mountain is !	۱۔ پہاڑ کس قدر اونچا ہے!
How cold this water is !	۲۔ یہ پانی کتنا ٹھنڈا ہے!
Alas! I am undone.	۳۔ آہا! ہم نے میچ جیت لیا ہے۔

فوری جذبے کو ظاہر کرنے والے فقرے **Exclamatory Sentences** کہلاتے ہیں۔ یہ دو قسم کے ہوتے ہیں۔

(الف):۔ جو **How** یا **What** سے شروع ہوتے ہیں۔

(ب):۔ جو خوشی اور غم کا اظہار کرتے ہیں۔ یہ فقرے **Oh, Alas, Hurrah** وغیرہ سے شروع ہوتے ہیں۔

(19) "ایسا نہ ہو" کا ترجمہ:۔

محنت کرو ایسا نہ کہ فیل ہو جاؤ۔ **Work hard lest your should fail.**

قاعدہ:۔ "ایسا نہ ہو" کا ترجمہ **Lest** سے کریں۔ **Lest** کے بعد **not** نہیں لگتا اور فعل کے تمام فاعلوں کے ساتھ **Should** اور پہلی فارم لگائیں۔

(20) ایسے فعل کہ جن کے بعد اسم مصدر **(Infinite)** کا **to** حذف کر دیا جاتا ہے۔

need,make,let,hear,behold.

(1) **Bid** (حکم دینا)
(2) **Had better** (بہتر ہے کہ)
(3) **Would rather** (پسند کروں گا کہ)

You need not **go to** home.	(غلط ہے)	تمہیں گھر جانے کی ضرورت نہیں۔
You need not go home.	(صحیح ہے)	تمہیں گھر جانے کی ضرورت نہیں۔

(a) need کے بعد مصدر **to go** کا **to** حذف کر دیں۔

(b) need بطور **Helping verb** کے استعمال ہوتا ہے اس لیے اس کے ساتھ منفی میں 's' کی ضرورت نہیں۔

He **needs not** write a letter.	(غلط ہے)	
He **need not** write a letter.	(صحیح ہے)	اسے خط لکھنے کی ضرورت نہیں۔
I **heard to sing.**	(غلط ہے)	
I heard **him sing.**	(صحیح ہے)	میں نے اسے گاتے ہوئے سنا۔

Hear کے بعد **Infinite to sing** میں سے **To** کو حذف کر دیں۔

I let him to **play.**	(غلط ہے)	
I let him **play.**	(صحیح ہے)	میں نے اسے کھیلنے کی اجازت دی

انہوں نے مجھے سچ بولنے کا حکم دیا۔

He bade me to speak truth. (غلط ہے)
He bade me speak truth. (صحیح ہے)

انہوں نے ہمیں بیکار بیٹھے ہوئے دیکھا۔

He beheld us to sit idle. (غلط ہے)
He beheld us **sit** idle. (صحیح ہے)

آپ کو مجھے گالی دینے کی جرأت نہیں۔

You dare not **to** abuse me. (غلط ہے)
You dare not **abuse me.** (صحیح ہے)

مجھے پرنسپل کو سلام کرنے کی ضرورت نہیں تھی۔

I **needed** not salute the Principal. (غلط ہے)
I **needed not** have saluted the Principal. (صحیح ہے)

تمہارے لئے بہتر ہے کہ تم اسے خط لکھو۔

You **had better** to write him a letter. (غلط ہے)
You **had better** write him a letter. (صحیح ہے)

میں مانگنے کی بجائے نوکری کرنا پسند کروں گا۔

I would **rather to do** job than beg. (غلط ہے)
I would **rather do a** job than beg. (صحیح ہے)

(21)Relative Pronoun **Which** یا **Who** کا استعمال:

Who boys work hard, get through the examination. (غلط ہے)
The boys **who work hard, get through** the examination. (صحیح ہے)

قاعدہ:

(1) اشخاص کی تعریف یا کام کی وضاحت کرنے کے لئے Who یا Whom لگائیں۔ بے جان پرندوں، جانوروں وغیرہ کی تعریف کے لئے **Which** لگائیں۔

(2) پہلے فاعل کا ترجمہ کریں بعد ازاں فاعل کی مناسبت سے **Who** یا **Which** لگائیں۔

(19) ''خواہ کتنا یا کتنی'' ترجمہ:

تم خواہ کتنی ہی سخت محنت کرو۔ اس کا مقابلہ نہیں کر سکتے۔

However hard you may work, you cannot compete with him.

احمد کتنا ہی کمزور کیوں نہ ہو۔ امتحان میں ضرور شامل ہوگا۔

However weak Ahmad may be, he shall **sit for** the examination.

(22) قاعدہ: However الگ لکھنا چاہیے۔ ایسے فقروں میں اس کے بعد کوئی **Adverb** یا **Adjective** استعمال کرنا چاہیے۔

(23) ''اتنا کہ۔ جتنا کہ'' کا ترجمہ:

جتنے زیادہ آدمی ہوں گے۔ اتنا زیادہ لطف آئے گا۔ **The more, the merrier.**

جتنی زیادہ مشق کرو گے۔ اتنا ہی اچھا لکھو گے۔

The **more** you practise, **the better** you will write.

پہلے حصے میں **The** اور اس کے بعد **Comparative** آنا چاہیے۔ پھر دوسرے حصے میں بھی پہلے **The** اور اس کے بعد Comparative آنا چاہیے۔

(24) مندرجہ ذیل افعال کے بعد کوئی Preposition استعمال نہیں ہوتی۔

* **Love, Hate, Resemble, Order, Obey, Attack, Marry, Inform.**

1. I **love with** my country. میں اپنے ملک سے محبت کرتا ہوں (غلط ہے)

*. **I love my country.** (صحیح ہے)

2. They do not hate to any one. وہ کسی سے نفرت نہیں کرتے (غلط ہے)۔

*. **They do not hate any one.** (صحیح ہے)

3. He resembles to his parents. وہ اپنے والدین سے مشابہت رکھتا ہے (غلط ہے)

*. **He resembles his parents.** (صحیح ہے)

4. I ordered him **for** a glass of water (غلط ہے) میں نے اسے پانی لانے کا حکم دیا

*. **I ordered him a glass of water.** (صحیح ہے)

5. He did not reach at Lahore. وہ لاہور نہیں پہنچا۔ (غلط ہے)

*. **He did not reach Lahore.** (صحیح ہے)

(25) بڑی شخصیات کا ترجمہ کرتے وقت طلباء عام طور پر آپ کا ترجمہ You میں کرتے ہیں۔ اس کے لئے لفظ He استعمال کریں۔

☆ قائداعظم ہمارے عظیم لیڈر ہیں۔ آپ کراچی میں پیدا ہوئے۔

*. Quaid-i-Azam is our great leader. You were born in Karachi. (غلط)

*. **He was born in Karachi.** (صحیح ہے)

PART-VI

SECTION - A

Passages for the Beginners

Based on Present Tense

EXERCISE 1

یہ تصویر (1) ہمارے گاؤں کی ہے۔ گاؤں کے باہر ہرے بھرے (2) کھیت ہیں۔ (Use there) اب گرمی کا موسم ہے۔ (Use It) سورج چمک (3) رہا ہے۔ وہ سامنے (4) گندم کے کھیت ہیں۔ (Use there) گندم کے کھیتوں (5) میں بڑی بڑی چہل پہل (activity) ہے۔ جوان، بوڑھے، مرد اور عورتیں مل کر کام کر رہے ہیں۔ (Present Continuous Tense) فصل پک (7) ہوئی ہے۔ دیہاتی اب کٹائی (8) کریں گے۔

Vocabulary

1. Picture 2. Green 3. Shining brightly 4. In front 5. The fields of wheat 6. Activity 7.Crop is ripe; Harvest

Key to difficult sentences

۱۔ اب گرمی کا موسم ہے۔ (موسم کے فقرے کو شروع کرتے وقت It لگائیں)

۲۔ جس فقرے میں فاعل غائب ہو وہاں پر There لگا کر فقرہ شروع کریں۔

EXERCISE 2

ہمارے سکول کے پاس ایک باغ ہے (Use 'There')۔ اس میں بہت سے آم کے پیڑ (1) ہیں۔ میں اور میرا دوست ان پیڑوں کے سائے میں بیٹھا کرتے ہیں۔ (Present Simple) اسلم اس باغ کا مالی ہے۔ وہ بہت ہوشیار (2) ہے۔ اس نے باغ میں طرح طرح کے پھول (3) لگائے ہیں۔ (Present Perfect) (4) اور ان کو وقت پر پانی (5) دیتا ہے۔ (Present simple)

Vocabulary

1. Mango trees 2. Clever 3. Flowers of various colours 4. Has planted 5. Waters

Key to difficult sentences

۱۔ پیڑوں کے سائے کیلئے In the shadow of trees لکھیں۔

۲۔ Under the shadow غلط ہے۔ البتہ Under the tree ٹھیک ہے۔

EXERCISE 3

لاہور ایک پرانا (۱) تاریخی شہر ہے۔ یہ صوبہ پنجاب کا دارالحکومت (۲) ہے۔ بادشاہی (۳) مسجد اور قلعہ (۴) یہاں کی تاریخی عمارتیں ہیں۔ اقبال پارک میں یادگار پاکستان (۵) بنائی گئی ہے۔ یہ شہر ساری دنیا میں مشہور (۶) ہے۔ یہ شہر دریائے راوی کے کنارے واقع (۷) ہے۔ انارکلی اس کا سب سے مشہور بازار ہے۔ مجھے یہ شہر بہت پسند ہے۔

Vocabulary

1. Ancient 2. Capital 3. Badshahi 4. Fort 5. Minar-i-Pakistan 6. Famous 7. Is situated

Key to difficult sentences

انارکلی اس کا سب سے مشہور بازار ہے۔ Adjective کی تیسری ڈگری استعمال کریں۔ (The most famous) مجھے یہ شہر بہت پسند ہے (Present Simple) کا ترجمہ کریں۔ I like this city very much.

EXERCISE 4

مسٹر رحیم میرا ہمسایہ (۱) ہے۔ وہ ایک نیک دل (۲) اور خوش اخلاق (۳) انسان ہے۔ صبح سویرے ہی اپنے ہسپتال پہنچ جاتا ہے۔ (Present simple) مریضوں کی بھیڑ بھاڑ (۴) ہوتی ہے۔ (Use there) ایک کو کھانسی زکام ہے (۵) تو دوسرے کو بخار کی شکایت ہے (۶)۔ ہر مریض کا بڑی احتیاط سے علاج ہوتا ہے (۷) کوئی مایوس (۸) نہیں جاتا۔ بے شک محنت اور دیانتداری اس پیشہ میں کامیابی کی بنیادیں (۹) ہیں۔

Vocabulary

1. Neighbour 2. Noble 3. Well mannered 4. Rush of patients 5. Cold and cough 6. Complains of 7. Is treated 8. Disappointed 9. Are the foundations

Key to difficult sentences

Every patient is treated very carefully. ہر مریض کا علاج بڑی احتیاط سے ہوتا ہے۔ (**Passive Voice** کا فقرہ ہے۔ علاج کرنے والے کا علم نہیں ہے کہ کون ہے؟)

No one goes disappointed. کوئی مایوس نہیں جاتا۔

No one is disappointed.

اردو میں بعض افعال **Active** ہوتے ہیں لیکن انگریزی میں وہ **Passive** ہوتے ہیں۔ **Helping verb (is, am, are, was, were)** کے ساتھ ان کی تیسری فارم استعمال ہوتی ہے۔ ایسے الفاظ کی **List** ترجمے کی **Assignment** کے آخر میں **Lesson 36** میں دی گئی ہے۔

EXERCISE 5

اشرف میرا سب سے پیارا (۱) دوست ہے۔ وہ ایک ڈاکٹر کا بیٹا ہے۔ اس کے والد صاحب بہت نیک ہیں (۲) اور شریف آدمی ہیں۔ وہ ہمارے گھر کے قریب (۳) رہتا ہے۔ اس کا مکان بہت شاندار (۴) ہے۔ ہم اکٹھے سکول جاتے ہیں۔ شام کو میں اس کے گھر جاتا ہوں۔ ہم اکٹھے پڑھتے ہیں۔ وہ ہوشیار (۵) لڑکا ہے اور امتحان میں اول رہتا ہے۔ وہ صاف ستھرے (۶) کپڑے پہنتا ہے۔ سب استاد اسے پسند کرتے ہیں۔ **(Presentsimple)**

Vocabulary

1. Dearest 2. Pious 3. In our neighbourhood 4. Grand 5. Intelligent 6. Neat and clean

Key to difficult sentences

He stands first in the examination. (Incorrect) وہ امتحان میں اول آتا ہے۔

اگرچہ عام طور پر مستعمل ہے لیکن غلط انگلش ہے۔

He comes first in the examination. (Correct)

EXERCISE 6

میرے بہت سے دوست ہیں لیکن اشرف میرا بہترین (۱) دوست ہے۔ وہ میرا ہم جماعت اور ہم عمر (۲) ہے۔ اس کا باپ ہمارے شہر کا ایک مشہور ڈاکٹر ہے۔ اشرف میں بہت سی خوبیاں (۳) ہیں۔ **(Use there)** جن کے (۴) لئے ہر شخص اس کی عزت کرتا ہے۔ مثال (۵) کے طور پر وہ نہایت مؤدب (۶) فرمانبردار (۷) اور فرض شناس (۸) ہے۔ وہ برے لڑکوں سے ہمیشہ نفرت کرتا ہے۔ اور کبھی بری صحبت میں نہیں بیٹھتا۔ وہ وقت پر نماز پڑھتا ہے۔ وہ کسی کا دل نہیں دکھاتا (۹)۔ وہ باقاعدگی سے ورزش کرتا ہے۔

Vocabulary

1. Best friend 2. Of my age 3. Qualities 4. For which 5. For example 6. Respectful 7. Obedient 8. Dutiful , Does not injure the feelings of anyone

Key to difficult sentences

I have many friends. میرے بہت سے دوست ہیں۔ کو ترجمہ کرتے وقت ذہن میں اس فقرے کو تبدیل کر کے لکھیں۔ میں بہت سارے دوست رکھتا ہوں۔

EXERCISE 7

دھوبی معاشرے (۱) کا ایک مفید رکن (۲) ہے۔ وہ ہمارے گندے کپڑے (۳) دھو کر ہمیں صاف ستھرا رکھتا ہے۔ وہ نہایت محنتی آدمی ہے۔ وہ صبح سویرے اٹھتا ہے۔ وہ گاہکوں (۴) کے گھر جاتا ہے اور ان کے میلے کپڑے اکٹھے کرتا ہے۔ وہ انہیں گٹھڑوں میں باندھ کر (۵) اپنے گھر لاتا ہے۔ انہیں دھونے کے بعد وہ خشک کرنے (۶) کے لئے دھوپ میں ڈال دیتا ہے۔ دوپہر کے (۷) وقت وہ کھانا کھاتا ہے۔ تھوڑی دیر کیلئے حقے کی کش (۸) لگاتا ہے۔ رات کو وہ دھوئے ہوئے کپڑوں (۹) کو استری (۱۰) کرتا ہے۔ اس محنت طلب کام (۱۱) میں اس کے کنبے کا ہر فرد اس کا ہاتھ بٹاتا (۱۲) ہے۔

Vocabulary

1. Society 2. Useful member 3. Dirty clothes 4. Customers 5. Ties them in a bundle 6. To dry them 7. At noon 8. Smokes 9. Washed clothes 10. Irons 11. Painstaking work 12. Lends him hand.

Key to difficult sentences

وہ ہمارے گندے کپڑے دھو کر ہمیں صاف ستھرا رکھتا ہے۔ جس فقرے میں "کر" آئے اسے دو حصوں میں تقسیم کریں۔ مثلاً آسان زبان میں ہم اس طرح سے لکھ سکتے ہیں۔

"وہ ہمارے گندے کپڑے دھوتا ہے اور ہمیں صاف ستھرا رکھتا ہے۔" اب اس کا ترجمہ کریں۔

He washes our dirty clothes and keeps us neat and clean.

وہ انہیں گٹھڑوں میں باندھ کر گھر لاتا ہے۔ (تبدیل شدہ فقرہ) وہ انہیں گٹھڑوں میں باندھتا ہے اور گھر لاتا ہے۔ (اوپر والے طریقے سے ترجمہ کریں)
انہیں دھونے کے بعد وہ خشک کرنے کیلئے دھوپ میں ڈال دیتا ہے۔ (اس فقرے کو سادہ کر کے لکھیں۔ (تبدیل شدہ فقرہ) یعنی وہ انہیں دھوتا ہے اور دھوپ میں ڈال دیتا ہے۔ خشک کرنے کیلئے۔

EXERCISE 8

میرے گھر کے پاس (۱) ایک باغ ہے۔ اس میں بہت سے پودے (۲) اور درخت ہیں۔ بہار کے موسم میں کئی رنگوں کے پھول (۳) کھلتے ہیں۔ شام کو باغ مردوں، عورتوں اور بچوں سے بھرا ہوتا (۴) ہے۔ میں بھی ہر شام سیر کیلئے اس باغ میں آتا ہوں۔ بہت سے مالی باغ کی دیکھ بھال کرتے ہیں۔ انہوں نے باغ کو بہت خوبصورت بنا دیا (۵) ہے۔ (Present Perfect Tense)

Vocabulary

1. Near 2. Plants 3. Flowers of many colours blossom 4. Is packed with 5. Have beautifed it

EXERCISE 9

دودھ ایک مکمل غذا (۱) ہے۔ یہ میٹھا اور لذیذ (۲) ہوتا ہے۔ (It is) اس کا رنگ سفید ہوتا ہے۔ ہم زیادہ تر (Mostly) دودھ گائے اور بھینس (۳) سے حاصل کرتے ہیں دودھ ہمیں صحت مند اور طاقت ور (۴) بناتا ہے۔ ہم اس سے دہی (۵) مکھن (۶) اور پنیر (۷) بناتے ہیں۔ مریضوں اور بچوں کیلئے دودھ بیش قیمت (۸) غذا ہے۔ دودھ ہمیشہ ابال (۹) کر استعمال کرنا چاہئے۔ (Passive Voice should be) لگائیں۔

Vocabulary

1. Perfect diet 2. Delicious 3. Buffalo 4. strong 5. Curd 6. Butter 7. Cheese 8. Costly 9. After boiling

EXERCISE 10

شیر ایک بہت طاقتور (۱) جانور ہے۔ یہ دیکھنے میں (۲) بہت خوفناک (۳) نظر آتا ہے۔ اس کی گردن پر لمبے لمبے بال (۴) ہوتے ہیں۔ (Use has) یہ افریقہ اور ایشیاء کے جنگلوں میں پایا جاتا ہے۔ (Is found) یہ غاروں (۵) میں رہتا ہے۔ اسے جنگل کا بادشاہ کہتے ہیں۔ (Is called) یہ انسان کا بدترین (۶) دشمن ہے۔ لیکن شکاری (۷) اس کے بچوں (۸) کو چرا کر لے جاتے ہیں۔ انہیں سدھاتے (۹) ہیں اور سرکس میں ان سے (۱۰) کام لیتے ہیں۔

Vocabulary

1. Powerful 2. Look at 3. mane 5. Worst enemy 7. Hunters 8. Cubs 9. Tame 10. Use them in circus

EXERCISE 11

گاؤں میں ہم لوگ بہت خوش تھے (Past simple) صبح سویرے اٹھتے تھے۔ کنویں پر نہاتے تھے۔ تمام دن ٹھنڈی ہوا (۱) چلتی تھی۔ دوپہر کو درختوں کی چھاؤں میں سوتے تھے۔ گاؤں کے قریب ایک چھوٹی سی ندی (۲) بہتی (۳) ہے۔ اس کا پانی بہت صاف ہے۔ اس ندی کے کنارے ہر موسم میں ہرا بھرا گھاس کثرت سے (۴) اگ آتا ہے۔ یہیں پر میں اپنی بھینسوں کو چرایا کرتا (۵) تھا۔ میرا چھوٹا بھائی اکثر میرے ساتھ ہوتا تھا۔

Vocabulary

1. Cold wind blew all day 2. Stream 3. Runs 4. In abundance 5. Used to graze

EXERCISE 12

صبح کا وقت ہے۔ ٹھنڈی ٹھنڈی ہوا (۱) چل رہی ہے۔ سورج ابھی (۲) نہیں نکلا (۳) ہے۔ آؤ نماز پڑھیں (۴)(Use let)۔ تھوڑی دیر بعد سورج نکل آئے گا۔ ہم اپنے کام میں لگ جائیں (۵) گے۔ ہمیں مدرسے بھی جانا ہے۔ (We have to go to school) اگر ہم مدرسے نہ گئے تو استاد صاحب ناراض (۶) ہوں گے۔ اچھے بچے مدرسے سے غیر حاضر نہیں ہوتے۔ پڑھائی ختم کر کے سیدھے (۷) واپس آ جائیں گے۔

Vocabulary

1. Cool breeze 2. Yet 3. has not risen 4. Say prayers 5. Set to 6. Get angry 7. Straight

Key to difficult sentences

"اگر ہم مدرسے نہ گئے تو استاد صاحب ناراض ہوں گے۔"

اگر والے حصے میں Past tense لگائیں۔ دوسرے حصے میں پہلی فارم + Would لگائیں۔ "تو" کی انگریزی Then نہیں ہوتی۔

دونوں حصوں کے درمیان "،"(Comma) لگائیں۔

If we did not go to school, the teacher would get angry.

"تو" کو ظاہر کرنے کیلئے دونوں فقروں کے درمیان Comma لگایا گیا ہے۔

EXERCISE 13

پاکستان ایک اسلامی جمہوریہ (۱) ہے۔ یہ مسلمانوں کا وطن (۲) ہے۔ مسلمان بہت سے ملکوں میں رہتے ہیں۔ وہ مختلف ملکوں اور براعظموں (۳) کے باشندے (۴) ہیں۔ لیکن وہ ایک ملت سے تعلق رکھتے ہیں۔ (۵) وہ ایک خدا اور اس کے آخری نبی ﷺ پر ایمان (۶) رکھتے ہیں۔ وہ ایک قوم ہیں۔ وہ رنگ اور نسل کے (۷) امتیازات (۸) میں یقین نہیں رکھتے۔ اسلام میں سفید رنگ کا آدمی سیاہ رنگ کے آدمی سے افضل (۹) نہیں۔ نہ ہی امیر ایک غریب سے بڑا ہے۔ سب مسلمان بھائی بھائی ہیں۔ کوئی دوسرے سے کمتر (۱۰) نہیں۔ اسلام میں آدمی کی برتری (۱۱) کا معیار (۱۲) صرف اس کی پرہیزگاری (۱۳) ہے۔

Vocabulary

1. Islamic republic 2. Homeland 3. Continents 4. Inhabitants 5. Belong 6. Faith 7. Colour and creed 8. Distinctions 9. Superior 10. Inferior 11. Superiority 12. Standard 13. Piety

Key to difficult sentences

اسلام میں آدمی کی برتری کا معیار صرف اس کی پرہیزگاری ہے۔

In Islam the standard of man's superiority in Islam is his piety.

EXERCISE 14

ٹھنڈی ٹھنڈی ہوا چل (۱) رہی ہے۔ باغ میں رنگ برنگ کے پھول (۲) کھلے ہوئے (۳) ہیں۔ مشرق سے سورج نکل رہا ہے۔ اس کی شعاعیں (۴) ہری ہری گھاس پر پڑ رہی ہیں۔ سبز مخمل (۵) کے فرش پر ہر طرف شبنم کے قطرے (۶) پڑے (۷) موتیوں کی طرح چمک رہے ہیں۔ (۸) درختوں کی ڈالیاں (۹) ہوا میں جھوم رہی ہیں (۱۰)۔ قریب ہی کنواں چل رہا ہے (۱۱)۔ ایک کونے میں مالی پودے لگا (۱۲) رہا ہے۔ دوسرے میں لوگ ورزش کر رہے ہیں۔ کچھ لوگ سبزہ زار (۱۳) میں ٹہل (۱۴) رہے ہیں اور تماشہ (۱۵) دیکھ رہے ہیں۔ (زیادہ تر فقرے Present Continuous)

Vocabulary

1. Blowing 2. Flowers of various colour 3. Have blossomed 4. Rays 5. Green velvet 6. Dew drops 7. Are lying 8. Shining like pearls 9. Branches 10. Sway 11. The well is working 12. Planting 13. Grassy place 14. Stroll 15. Enjoy the scene.

EXERCISE 15

میرا ملازم خورشید چائے لایا ہے۔ چائے بھی کیا چیز (۱) ہے۔ روتوں (۲) کو ہنساتی (۳) ہے۔ غم میں بوجھ (۴) ہلکا (۵) کرتی ہے۔ میں نہایت شوق (۶) سے چائے کی ایک چسکی (۷) لیتا ہوں۔ (۱۰) افسوس یہاں مجھے مایوسی (۸) ہوتی ہے۔ دودھ غالباً بے حد پتلا (۹) ہے جس کے سبب (۱۰) چائے میں مزا (۱۱) نہیں آ رہا۔ کیوں بھی خورشید یہ دودھ تو بہت پتلا ہے۔ معلوم ہوتا ہے (It seems) دودھ میں پانی نہیں ملایا گیا۔ بلکہ پانی میں دودھ ملایا گیا ہے (۱۲) (Passive Voice)۔ جی صاحب۔ دودھ والا (۱۳) کہتا تھا کہ تیس روپے کلو میں تو ایسا ہی دودھ ملے گا۔ اگر اچھا دودھ چاہیے تو پیسے بھی زیادہ دو۔ (حکمیہ فقرہ)

Vocabulary

1. What a wonderful thing tea is ! 2. Weeping 3. Makes weeping people laugh 4. Burden 5. Lightens 6. With pleasure 7. Sip of tea 8. Disappointed 9. Thin 10. Due to which 11. Does not taste well 12. Milk has been added to water 13. Milkman.

تیس روپے کلو میں تو ایسا ہی دودھ ملے گا۔ اگر اچھا چاہیے تو پیسے بھی زیادہ دو۔

You will get such milk in thirty rupees per kilo, If you want good milk, pay more.

EXERCISE 16

خالد کی جماعت میں ہفتہ وار (۱) صفائی کا دن (۲) منایا جاتا ہے (۳)۔ وہ اس کام میں بڑھ چڑھ کر (۴) حصہ لیتا (۵) ہے۔ چھٹی کے بعد (۶) لڑکے کمرے کا سامان (۷) احتیاط سے باہر نکالتے ہیں (۸)۔ پھر جھاڑ پونچھ کر (۹) اندر رکھ دیتے ہیں۔ کبھی کبھی (۱۰) مدرسے کے باغیچے (۱۱) میں جا کر کام کرتے ہیں۔ زمین کھود کر نرم (۱۲) کرتے ہیں۔ اس میں کھاد (۱۳) ملاتے ہیں۔ پھر چھوٹی چھوٹی کیاریاں (۱۴) بنا کر بیج بوتے (۱۵) ہیں۔ پھول کھلتے (۱۶) ہیں تو مدرسے میں عجیب بہار ہوتی (۱۷) ہے۔ باہر (۱۸) سے جو بھی آتا ہے مدرسے یا باغیچے کو دیکھ کر خوش ہوتا ہے اور بچوں کی اس کوشش اور محنت کی تعریف (۱۹) کرتا ہے۔

Vocabulary

1. Weekly 2. Cleanliness day 3. Is observed 4. Actively 5. Takes part 6. After the school time 7. Furniture 8. Take out 9. Dusting 10. Sometimes 11. Orchard 12. Soften 13. Fertilizer 14. Beds 15. Sow the seeds 16. Blossom 17. There is strange activity 18. Outsider or who so ever comes from outside is pleased 19. Praises

Key to difficult sentences

”پھر جھاڑ پونچھ کر کے اندر رکھ دیتے ہیں۔“

”کر“ والے فقرے کو دو حصوں میں تقسیم کریں۔ ”پھر جھاڑ پونچھ کرتے ہیں اور اندر رکھ دیتے ہیں۔“

They dust them and place them inside the room.

”زمین کھود کر نرم کرتے ہیں۔“ اوپر والے فقرے کے مطابق دو حصوں میں تقسیم کر کے ترجمہ کریں۔

EXERCISE 17

یہ ہمارا کالج ہے۔ اس کی عمارت بڑی باوقار (۱) ہے۔ اس کا ہال بہت بڑا ہے اور خوبصورتی سے سجا ہوا (۲) ہے۔ اس کے خوبصورت لان (۳) رنگا رنگ کے پھولوں (۴) سے سجے ہوئے ہیں۔ میں اپنے کالج سے محبت کرتا ہوں۔ یہ میری مادر علمی (۵) ہے۔ اپنی ماں سے پیار کرنا اور اس کی عزت کرنا ہمارا فرض ہے (فاعل کے طور پر It لکھیں)۔ ہمارے استاد بڑے محنتی اور فرض شناس (۶) ہیں وہ ہمیں بڑی محنت (۷) اور لگن (۸) سے پڑھاتے ہیں۔ ہم سب اپنے کالج کو صاف ستھرا رکھتے ہیں۔ اس کے میدان، اس کے درخت، پھول اور پودے ہمیں بہت عزیز (۹) ہیں۔ ہمیں اپنے کالج پر فخر (۱۰) ہے۔

Vocabulary

1. Graceful 2. Is decorated 3. Lawn 4. Multi coloured flowers 5. Alma mater 6. Dutiful 7. Labour 8. Devotion 9. Are very dear to us 10. Proud

EXERCISE 18

میں سو رہا تھا۔ رات کے دو بجے میں نے شور سنا۔ شور ایک مکان سے آ رہا تھا۔ میں فوراً اٹھ بیٹھا۔ میں نے اس مکان کا دروازہ کھٹکھٹایا۔ ایک عورت باہر نکلی میں نے کہا "کیا بات ہے؟" (۱) اس نے جواب دیا "میرا شوہر سخت بیمار ہے" (۲)۔ میں اپنی گاڑی پر اسے ہسپتال (۳) لے گیا۔ ڈاکٹر نے اسے ٹیکہ (۴) لگایا۔ وہ اچھا ہو گیا (۵) پھر میں اسے گھر لے آیا (۶) میں بہت خوش تھا کہ میں نے ایک اچھا کام کیا۔

Vocabulary

1. What is the matter? 2. Is seriously Ill 3. Took him to the hospital 4. Injected him 5. recovered 6. Brought him

EXERCISE 19

ایک آدمی کی گائے تھی اور وہ اس کے دودھ میں پانی ملاتا (۱) تھا۔ اور فروخت کرتا تھا۔ اس وادی میں جہاں یہ گائے چرتی (۲) تھی، سیلاب آ گیا اور یہ اس کی زد میں (۳) آ کر ڈوب (۴) گئی۔ اس کا مالک نہایت غمگین (۵) ہو کر بیٹھ گیا۔ اس کے بیٹے نے اسے کہا "اے باپ! غم نہ کرو۔ (۶) وہ پانی جو ہم اس کے دودھ میں ڈالا کرتے تھے، جمع ہو کر (۷) یہاں آ گیا تھا اور اس نے گائے کو غرق (۸) کر دیا۔

Vocabulary

1. Added water 2. Used to graze 3. It was overcome and 4. Drowned by the flood 5. Sad mood 6. Do not worry 7. Got collected 8. Drowned the cow

Key to difficult sentences

"اس وادی میں جہاں یہ گائے چرتی تھی سیلاب آ گیا"۔ (اردو کی ترتیب صحیح کریں) "اس وادی میں سیلاب آ گیا جہاں یہ گائے چرتی تھی۔"

The valley where this cow grazed, flood came. (غلط ہے)

Flood came in the valley, where this cow grazed or used to graze. (صحیح)

انگریزی میں سب سے پہلے فاعل کا ترجمہ کریں اس جملے میں فاعل سیلاب ہے اس لئے اردو کی Construction کے مطابق ترجمہ کرنے سے فقرہ صحیح طور پر ترجمہ نہیں ہو سکتا۔

Which water we added in milk, it got accumulated. (غلط ہے)

The water which we added in milk, got accumulated.

ایسے فقرے جن میں "جو، جس" وغیرہ آئے ان میں پہلے فاعل کا ترجمہ کریں۔ بعد ازاں اشخاص کی طرف اشارہ ہو تو Who لگائیں۔ بے جان چیز کی طرف اشارہ ہو تو Which لگائیں۔ اس فقرے میں فاعل "پانی" ہے۔

The water which we added in milk got accumulated.

EXERCISE 20

ڈاکٹر اقبال ایک بہت بڑے انسان (۱) ہیں اور تمام دنیا ان کی عظمت کی گواہی (۲) دیتی ہے۔ آپ اس صدی کے سب سے بڑے مسلمان شاعر تھے۔ آپ کی شاعری امید اور کامیابی کا پیغام (۳) دیتی ہے۔ آپ کی زندگی بالکل سادہ تھی۔ جھوٹ (۴) اور غیبت (۵) کو بہت بڑا گناہ (۶) سمجھتے تھے۔ اپنی رائے (۷) کی قیمت (۸) پر فروخت نہ کرتے تھے۔ گو وہ شروع (۹) سے تنہائی پسند (۱۰) تھے لیکن ان کا دروازہ ہر شخص کیلئے کھلا رہتا تھا۔ اور وہ ہر ملاقاتی (۱۱) سے اس کی لیاقت (۱۲) کے مطابق گفتگو کرتے تھے۔

Vocabulary

1. Great 2. Bear testimony 3. Gives a message 4. Telling a lie 5. Backbiting 6. Considered a sin 7. Opinion 8. Did not sell 9. From the beginning 10. Introvert 11. Visitor 12. Talked according to his ability

EXERCISE 21

قائداعظم مسلمانوں کے عظیم ترین رہنما تھے۔ ان کا نام محمد علی جناح تھا۔ آپ کراچی میں پیدا ہوئے اور سندھ مدرسہ میں پڑھے۔ آپ بہت ذہین (۱) سمجھ دار اور بیدار تھے۔ انہیں مسلمانوں سے بہت محبت تھی۔ وہ جانتے تھے کہ ہندو مسلمانوں کے دشمن (۲) ہیں۔ آزادی (۳) کے بعد (۴) وہ مسلمانوں کو غلام بنا لیں گے۔ انہوں نے مسلمانوں کے لئے الگ (۵) ملک کا مطالبہ کیا۔ پاکستان وجود میں آ گیا (۶)۔ قائداعظم پاکستان کو جمہوری ملک بنانا چاہتے تھے۔

Vocabulary

1. Intelligent 2. enemy 3. Independence 4. After 5. Separate 6. Come into being.

Key to difficult sentences

وہ جانتے تھے کہ ہندو مسلمانوں کے دشمن ہیں۔

☆ He knew that the Hindus are the enemy of the Muslims. (غلط ترجمہ)

He knew that the Hindus were the enemy of the Muslims. (صحیح طریقہ)

اگر اردو فقرے کے پہلے حصے میں Past Tense ہوں تو فقرے کے اندر والے حصے کو Past tense میں ترجمہ کریں۔ سوائے Universal Truth کے معنی رکھنے والے فقروں کے۔

"آزادی کے بعد وہ مسلمانوں کو غلام بنا لیں گے۔" **(Past Tense would make the Muslims their slave) لگا کر ترجمہ کریں۔**

EXERCISE 22

ایک بوڑھا کسان اپنے کھیت میں آم کے پودے لگا رہا تھا۔ **(Was growing mango trees)**۔ اتفاق سے (۱) ادھر نوشیرواں (Nosherwan) کا گزر ہوا۔ بادشاہ نے کہا "اے بوڑھے آدمی! یہ درخت پھل (۲) تو بہت دنوں بعد لائیں گے تم ان کو لگانے میں اتنی محنت کیوں کر رہے ہو۔ ان کے پھل دینے تک تو تم مر جاؤ گے۔" کسان نے جواب دیا "عالی جاہ (۳) میرے باپ دادا نے انہیں اگایا اور ہم نے ان کے پھل کھائے اب ہم لگائیں گے اور ہمارے بیٹے اور پوتے پھل کھائیں گے۔" یہ سن کر بادشاہ ہنس پڑا اور اس کی عقلمندی (۴) کی تعریف (۵) کی۔

Vocabulary

1. By chance 2. Fruits 3. Sir 4. Wisdom 5. Praise

EXERCISE 23

علامہ اقبال کو مسلمانوں کی غربت (۱) اور پسماندگی (۲) کا بڑا دکھ (۳) تھا۔ آپ نے ہندوستان کے مسلمانوں کو آزادی حاصل کرنے پر اکسایا (۴) آپ نے اپنے اشعار (۵) سے قوم میں ایک نئی روح (۶) پھونکی (۷)۔ آپ کی شاعری امید سے بھری ہوئی ہے۔ آپ نے ہندوستان کے مسلمانوں کیلئے ایک الگ وطن کے قیام کا مطالبہ (۱۰) کیا۔ آپ اسلام اور پیغمبر اسلام کے سچے عاشق تھے۔ آپ ایک عظیم فلسفی بھی تھے۔ ہمیں اپنے اس قومی شاعر پر ناز ہے (۱۱)۔

Vocabulary

1. Poverty 2. Backwardness 3. Was greatly grieved 4. Urged 5. Verses 6. New life 7. Infused 8. Inspired to action 9. Hope 10. Demanded 11. Proud of

EXERCISE 24

علامہ اقبال ہمارے قومی شاعر (۱) ہیں۔ وہ سیالکوٹ میں پیدا ہوئے۔ ابتدائی تعلیم (۲) وہاں سے حاصل کی۔ اس کے بعد وہ لاہور چلے گئے جہاں سے انہوں نے فلسفہ (۳) میں ایم۔ اے کیا۔ کچھ دن گورنمنٹ کالج میں پروفیسر بھی رہے۔ پھر انگلستان چلے گئے۔ انگلستان سے واپسی پر لاہور میں وکالت شروع کی (۴) لیکن انہیں یہ کام پسند نہ آیا۔ ان کی زیادہ تر دلچسپی (۵) شاعری اور قومی مسائل (۶) سے تھی۔ جب وہ سوچتے کہ دنیا میں مسلمان غریب، جاہل اور پسماندہ (۷) ہیں تو انہیں دکھ ہوتا (۸)۔ اس دکھ کو انہوں نے اپنے شعروں میں بیان کیا ہے۔ (۹)

Vocabulary

1. National poet 2. Primary education 3. Philosophy 4. Started practising law 5. His great interest 6. National problems 7. Were poor, illiterate and backward 8. Felt pain 9. Has described

EXERCISE 25

علامہ اقبال 1877ء میں سیالکوٹ میں پیدا ہوئے۔ آپ ایک ذہین (۱) طالب علم تھے۔ آپ نے گورنمنٹ کالج لاہور سے بی۔ اے اور ایم۔ اے کی ڈگریاں (۲) حاصل کیں۔ نہایت محنتی اور ایماندار تھے۔ شاعری کے ساتھ ساتھ آپ فلسفے سے بھی شغف (۳) رکھتے تھے۔ آپ کو شاعرِ مشرق (۴) کا خطاب دیا گیا (۵)۔ ساری دنیا میں آپ فلسفی شاعر (۶) کی حیثیت سے جانے جاتے ہیں۔ (۷)۔

Vocabulary

1. Intelligent 2. Obtained the degrees of 3. Was greatly interested 4. Poet of the East 5. Was given the title (Passive Voice) 6. Philosopher poet 7. Is known

EXERCISE 26

سرسید احمد خاں کا نام ہم سب نے سنا ہے۔ (۱) وہ بہت بڑے عظیم انسان تھے۔ انہوں نے دیکھا کہ ہندو زندگی کے ہر شعبے (۲) میں ترقی کر رہے ہیں اور ان کی ترقی تعلیم کی وجہ (۳) سے ہے۔ سرسید احمد خاں نے ایک سکول قائم کیا (۴)۔ کالج جو بعد ازاں علی گڑھ مسلم یونیورسٹی بن گیا۔ انہوں نے بڑے فاضل (۶) اساتذہ کو علی گڑھ بلایا (۷)۔ سارے ہندوستان کے مسلمانوں نے اپنے بیٹوں کو تعلیم کیلئے وہاں بھیجا۔ مسلمان بھی ہندوؤں کے پہلو بہ پہلو (۸) ترقی کرنے لگے۔ (۹)

Vocabulary

1. Have heard the name of 2. Field of life 3. Due to 4. Established 5. Afterwards 6. Highly learned 7. Send for 8. Side by side 9. Make progress.

Key to difficult sentences

"انہوں نے دیکھا کہ ہندو زندگی کے ہر شعبے میں ترقی کر رہے ہیں۔"

Past Tense کے بعد ترجمہ کرتے وقت Past Tense کا ترجمہ کریں۔ یہاں پر "Were making progress" سے ترجمہ کریں۔

SECTION - B

Paragraphs based on direct and indirect forms.

EXERCISE 27

ایک دفعہ ایک لڑکا سردی سے کانپ (۱) رہا تھا۔ اس کے کپڑے پھٹے (۲) ہوئے تھے اور وہ بہت لاغر (۳) دکھائی دے رہا تھا۔ اتفاق سے رسول کریم ﷺ کا ادھر سے گزر ہوا۔ آپ نے اس سے پوچھا "تم کون ہو" لڑکے نے جواب دیا "جناب میں یتیم (۴) اور غلام (۵) ہوں۔ میرا مالک مجھ سے بہت برا سلوک (۶) کرتا ہے۔ میں تمام دن کام کرتا ہوں۔ وہ مجھے کھانے کیلئے کچھ نہیں دیتا"۔ یہ دردناک (۷) کہانی سن کر آپ کی آنکھوں میں آنسو (۸) آ گئے۔ آپ نے اسے گود میں اٹھایا۔ اور اپنے گھر لے گئے۔ وہاں آپ نے اسے کھانا کھلایا۔ اور پہننے کیلئے کپڑے دیے۔

Vocabulary

1. shiver with cold 2. were torn 3. thin 4. orphan 5. slave 6. to ill treat 7. touching story 8. tears welled up 9. lap

EXERCISE 28

ایک بادشاہ شکار (۱) کیلئے جا رہا تھا۔ اچانک اس کی نظر ایک درویش (۲) پر پڑی۔ (Past tense) جس کے قریب ایک کتا بندھا (۳) ہوا تھا اور وہ خود خوش باش (۴) بیٹھا ہوا تھا۔ (Past Continuous) بادشاہ اس کے نزدیک جا کر ٹھہر گیا اور مذاق (۵) کے طور پر کہا "ارے میاں اللہ کے دربار (۶) میں تیرا کتا بہتر ہے یا تو خود"۔ درویش نے مودبانہ (۷) جواب دیا "اگر ہم اپنے مالک (۸) حقیقی کا حکم مانیں تو کتے سے بہتر ورنہ بدرجہا بدتر (۹)۔ بادشاہ پر درویش کے جواب کا گہرا اثر (۱۰) ہوا۔ کہتے ہیں (۱۱) اس معمولی واقعہ (۱۲) نے بادشاہ کی زندگی میں ایک انقلاب برپا کر دیا (۱۳)۔ Past simple

Vocabulary

1. For hunting 2. Suddenly Or by chance 3. Was tied 4. Happy 5 .By way of joke 6. In the eye of God 7. Respectfully 8. Lord 9. Worst 10. Had a very deep effect 11. It is said 12. Ordinary incident 13. Brought a revolution in king's life

Key to difficult sentences

۱۔ بادشاہ اس کے نزدیک جا کر ٹھہر گیا۔
"کر" والے فقرے کو دو حصوں میں تقسیم کریں۔ "بادشاہ اس کے قریب گیا اور ٹھہر گیا" کا ترجمہ کریں۔

۲۔ اگر ہم اپنے مالک حقیقی کا حکم مانیں تو کتے سے بہتر ورنہ بدرجہا بدتر۔
"اگر" والے حصے میں Present Tense لگائیں۔ "تو" کا کوئی ترجمہ نہیں ہوتا صرف **Comma** لگائیں۔

☆ If we obey our father, we are better than a dog, otherwise worst.

EXERCISE 29

راستے میں (۱) مجھے ایک غریب عورت ملی۔ وہ پھوٹ پھوٹ کر رو رہی (۲) تھی۔ میں نے اس کے رونے کا سبب (۳) معلوم کیا تو وہ بولی کہ اس کا شوہر مقروض (۴) تھا وہ قرض (۵) ادا نہ کر سکا اور گرفتار کر لیا گیا (۶)۔ گھر میں روزی کمانے والا (۷) اور کوئی نہ تھا۔ اب وہ عورت اور اس کے آٹھ بچے فاقے (۸) کر رہے تھے۔ مجھے اس غریب کی حالت پر (۹) بہت رحم آیا۔ (۱۰) میں نے اسے پانچ روپے دیے۔ میرے پاس اب بہت کم رقم رہ گئی تھی (۱۱)۔ لیکن مجھے اطمینان (۱۲) تھا کہ میں جلد ہی اپنے مہربان دوست (۱۳) کے گھر پہنچ جاؤں گا اور مجھے وہاں کسی قسم کی تکلیف نہیں ہوگی (۱۴)۔

Vocabulary

1. On the way 2. Was weeping bitterly 3. Cause of her weeping 4. Her husband was indebted 5. Debt 6. Was arrested 7. There was no one to earn living 8. Were starving 9. Plight 10.Took pity 11. Left with a little amount 12. Was satisfied 13. Kind friend 14. Will feel no inconvenience

Key to difficult sentences

"مجھے اطمینان تھا کہ میں جلدی اپنے مہربان دوست کے گھر پہنچ جاؤں گا۔"

فقرے کے پہلے حصے میں چونکہ Past Tense ہے اس لئے دوسرے حصے میں بھی Past Tense لگائیں۔

☆ I was satisfied that I shall reach the house of my friend soon. (غلط)

I was satisfied that I should reach the house of my friend soon. (درست)

"مجھے وہاں کسی قسم کی تکلیف نہیں ہوگی"۔

فقرے کے شروع میں Past Tense ہے۔ (مجھے اطمینان تھا) اس لئے اس فقرے کا ترجمہ بھی Past tense میں کریں۔

☆ I would not / should not face any trouble.

EXERCISE 30

ایک غریب آدمی مجبور ہو کر بھیک مانگنے (۱) لگا۔ اس کے ایک دوست نے مشورہ دیا کہ فلاں (۲) دولت مند کے پاس جائیں تو وہ آپ کی پوری پوری مدد کرے گا۔ چنانچہ (۳) ایک دن صبح سویرے اس کے دروازے پر جا پہنچا کیا دیکھتا ہے (۴) کہ وہ ہاتھ پھیلائے (۵) بڑے عاجزانہ طریقے سے دعا مانگ (۷) رہا ہے۔ Past tense چند منٹ پاس کھڑا اسے بغور دیکھتا رہا (۸) یکلخت (۹) اسے خیال آیا کہ اس شخص سے بھیک مانگنے کا کیا فائدہ۔ (Past Tense) میں بھی اس سے بھیک مانگوں گا جس سے یہ مانگ رہا ہے۔ وہ الٹے پاؤں (۱۰) گھر لوٹا۔ اس کے اللہ نے جلدی اسے مفلسی (۱۱) سے نجات (۱۲) دلا دی۔

Vocabulary

1. Was forced to beg 2. Such and such 3. So 4. He was surprised to see 5. With hands outstretched 6. Very humbly 7. Praying 8. Look fixdly at him 9. At once 10. He returned at once 11. Poverty / Destitution 12. Rid him

Key to difficult sentences

"اس کے ایک دوست نے مشورہ دیا کہ فلاں دولت مند کے پاس جائیں۔"۔ (فعل مضارع)

کسی فقرے میں "جائیں، کریں، مریں" وغیرہ کے الفاظ فعل مضارع کو ظاہر کرتے ہیں ایسے فقروں کا ترجمہ کرتے وقت پہلے اردو عبارت کو صحیح کر کے لکھیں تو کبھی غلطی نہیں ہوتی۔

اس کے ایک دوست نے مشورہ دیا کہ اسے فلاں دولت مند کے پاس جانا چاہیے۔

☆ His friend advised him that he should go to such and such rich person.

"کیا دیکھتا ہے کہ (اس نے حیرانی سے دیکھا) وہ ہاتھ پھیلائے بڑے عاجزانہ طریقے سے دعا مانگ رہا ہے"۔

پہلا حصہ Past Tense میں کریں۔ دوسرا حصہ بھی Past Tense میں کریں۔

☆ He was surprised to see that he was begging humbly with his hands stretched before God.

EXERCISE 31

ایک دن سلطان محمود غزنوی (۱) میدان جنگ (۲) سے واپس اپنے دارالخلافہ (۳) کی طرف جا رہا تھا۔ ایک اونٹ جس پر خزانہ (۴) لدا ہوا تھا، پھسل (۵) گیا۔ اشرفیاں (۶) ادھر ادھر بکھر (۷) گئیں سب ساتھی ان پر گدھوں (۸) کی طرح ٹوٹ پڑے (۹) مگر ایاز نے بادشاہ کا ساتھ نہ چھوڑا (۱۰)۔ بادشاہ نے اسے پوچھا "کیا آپ کو اشرفیاں درکار (۱۱) نہیں؟" ایاز نے جواب دیا "حضور! مجھے آپ کی خدمت کی دولت کافی ہے (۱۲)۔ محمود کے دل پر ایاز کی وفاداری (۱۳) اور خلوص (۱۴) کا گہرا اثر ہوا۔ (۱۵)

Vocabulary

1. Mahmood Ghaznivi 2. Battlefield 3. Capital 4. Laden 5. Slipped 6. Golden coins 7. Scattered her and there 8. Vultures 9. Fell to 10. Did not leave 11. Don't you need these golden coins 12. Enough for me is the wealth of your service 13. Loyality 14. Sincerity 15. Was greatly moved

EXERCISE 32

میرے والد صاحب نے ایک واقعہ سنایا(۱) کہ وہ علی گڑھ میں پڑھا کرتے تھے۔ (Past simple) چھٹیوں میں دوستوں کے ساتھ گاؤں آئے (Past simple)۔ رات کو باتوں باتوں (۲) میں محلے کے حلوائی کا ذکر (۳) آ گیا۔ والد صاحب نے دوستوں کو کہا "یہ حلوائی (۴) بڑا بے ایمان ہے۔" والد صاحب کے دوستوں نے کہا "اچھا! کل ہم اسے پریشان (۵) کریں گے۔" صبح تمام دوست حلوائی کی دوکان پر پہنچے اور مٹھائی (۶) خرید کر کھانے لگے۔ تھوڑی دیر کے بعد پہلا دوست دوکاندار سے بولا "بھائی تھوڑا سا پانی پلاؤ (۷) اور باقی پیسے (۸) واپس کر دو۔" حلوائی نے کہا "پیسے؟ ابھی تو تم نے پیسے دیئے ہی نہیں۔" (Present Perfect) دوسرے دوست نے فوراً بولا۔ "تم بھول رہے (۹) ہو۔ میں نے تمہیں دس روپے کا نوٹ (۱۰) دیا تھا۔" ٹھیک اس وقت (۱۱) تیسرا دوست بولا۔ "ارے بھائی تم ان کا نوٹ تو بھول گئے ہو (Present Perfect) کہیں میرا نوٹ نہ بھول جانا (۱۲)۔" (حکمیہ فقرہ)

Vocabulary

1. Narrated an incident 2. During the course of conversation 3. Talked about 4.Confectioner 5. We shall tease him 6. Sweets 7. Give me some water 8. Remaining amount of money 9. You are forgetting 10. A ten rupee not 11. Just at that time. 12. Do not forget my note.

EXERCISE 33

ایک دن ہمارے پیارے نبی ﷺ اپنے ساتھیوں کے ساتھ سفر پر تشریف لے گئے (۱) اور سفر کے دوران ساتھیوں کو بکری بھوننے (۲) کیلئے کہا۔ (حکمیہ فقرہ) ایک صاحب (۳) نے کہا "یا رسول اللہ ﷺ! میں اس کو ذبح کروں گا (۴)"۔ دوسرے نے کہا "میں اس کا گوشت تیار کروں گا"۔ تیسرے صاحب نے اپنے آپ کو خدمت کیلئے پیش کیا (۵)۔ سربراہ امت ﷺ نے فرمایا (۶) "اور میں جنگل سے لکڑیاں میں لاؤں گا۔" اصحاب رسول ﷺ (۷) نے عرض کیا "یا رسول اللہ ﷺ ہم جو حاضر ہیں۔" آپ ﷺ نے فرمایا۔ "ٹھیک ہے۔ مگر مجھے یہ پسند نہیں کہ میں امتیاز کے ساتھ الگ بیٹھا رہوں (۸)"۔ اللہ تعالیٰ اس بات کو ناپسند کرتا ہے کہ کوئی شخص اپنے رفیقوں میں ممتاز بننے کی کوشش (۹) کرے۔

Vocabulary

1. Went on a journey 2. Roast the goat 3. One of the companions 4. Shall slaughter 5. Offered his services 6. Leader of the Ummah said 7. The companions of Holy Prophet 8. But I do not like to sit separately with distinction 9. Should try to distinguish himself from his friends.

EXERCISE 34

ایک دن ہمارے پیارے نبی ﷺ ایک درخت کے نیچے اکیلے لیٹے آرام (۱) فرما رہے تھے۔ اچانک ایک دشمن جس کے ہاتھ میں تلوار (۲) تھی۔ ادھر آنکلا (۳)۔ وہ خاموشی سے آگے بڑھا اور للکارا (۴) کہا "بتایئے آپ کو میرے ہاتھ سے کون بچائے گا۔" (Future simple) حضور ﷺ مسکرائے اور فرمایا "میرا اللہ۔" دشمن خوف سے کانپنے لگا (۵)۔ گھبراہٹ میں (۶) تلوار اس کے ہاتھ سے گر گئی۔ آپ ﷺ نے تلوار اٹھائی اور فرمایا۔ "مجھے میرے رب نے بچایا (Past simple) اب تجھے کون بچائے گا؟" کافر نے تھرتھراتے (۷) ہوئے کہا "تلوار آپ کے ہاتھ میں ہے؟ آپ چاہیں تو مجھے بچا سکتے ہیں۔" رسول خدا ﷺ نے فرمایا "غلط کہتے ہو (۸)۔ جس خدا نے مجھے تیرے ہاتھوں سے بچایا تھا، تجھے کیوں نہیں بچا سکتا۔"

Vocabulary

1. Was taking rest 2. Sword 3. Happened to come there 4. Advanced and cried 5. Began to tremble with fear 6. In confusion 7. Began to shudder 8. You are mistaken.

Key to difficult sentences

"اچانک ایک دشمن جس کے ہاتھ میں تلوار تھی ادھر آ نکلا۔"

☆ Suddenly who enemy had a sword, he came there. (غلط)

Suddenly, an enemy who had a sword came there. (صحیح)

پہلے فاعل لگائیں بعدازاں اشخاص کیلئے **Relative Pronoun "Who"** لگائیں۔ دوبارہ He لگانا غلط ہے۔

☆ The enemy began to tremble with fear. (دشمن خوف سے کانپنے لگا)

"لگا" یا "لگتا" کا ترجمہ Begin to, Began to کے ساتھ کریں۔ مثلاً

☆ The child began to weep. (بچہ رونے لگا)۔

اس فقرے کا ترجمہ The child wept غلط ہوگا۔

جس خدا نے مجھے تیرے ہاتھوں سے بچایا تھا تجھے کیوں نہیں بچا سکتا۔

The God who saved me from you can also save you?

EXERCISE 35

ایک شخص بوٹوں کی دوکان پر گیا اور بوٹوں کا جوڑا مانگا (۱)۔ دکاندار کے ملازم نے اسے کئی جوڑے دکھائے۔ آخرکار اس کو ایک جوڑا پسند آیا۔ قیمت کا فیصلہ (۲) کر کے اس نے ملازم کو کہا کہ اس کو باندھ دو (۳)۔ جب گاہک نے جیب دیکھی تو ایک روپیہ کم نکلا (۴)۔ اس نے کہا "میں بوٹ لے جاتا ہوں اور بقایا رقم میں ابھی دے جاتا ہوں۔" ملازم نے کہا "بہت اچھا جناب "۔ جب گاہک بوٹ لے کر چلا گیا تو مالک دکان نے ملازم کو جھاڑا (۵) کہ تم عجیب احمق ہو۔ اسے کیا پڑی ہے (۶) کہ تمہیں بقایا رقم آ کر دے گا؟ ملازم نے جواب دیا "جناب وہ تو کیا اس کا باپ بھی آئے گا (۷)۔ میں نے دونوں بوٹ ایک ہی پاؤں (۸) کے باندھ دیئے ہیں"۔

Vocabulary

1. Demanded a pair of shoes 2. After deciding the price 3. Pack them 4. Short of money by one rupee 5. Scolded 6. Why should he take pains 7. He will definitely come 8. Of the same foot.

Key to difficult sentences

"اس نے ملازم سے کہا اس کو باندھ دو۔"

"کہ" کے بعد سادہ فقرہ آئے تو That لگا کر ترجمہ کریں۔

"کہ" کے بعد حکمیہ فقرہ آئے تو To لگا کر پہلی فارم استعمال کریں۔

"کہ" کے بعد سوالیہ فقرہ آئے تو سوالیہ الفاظ کے بعد That مت لگائیں۔ مثلاً

اس نے کہا کہ میرے والد صاحب بیمار ہیں۔ (سادہ فقرہ That لگا کر ترجمہ کریں)

☆ He said that his father was ill . (سادہ فقرہ)

☆ He asked his servant to pack it. (اس نے ملازم سے کہا کہ اس کو باندھ دو۔) حکمیہ فقرہ

☆ He asked me where I lived? (اس نے مجھ سے پوچھا کہ تم کہاں رہتے ہو؟) سوالیہ فقرہ

EXERCISE 36

ایک رات حضرت عمرؓ اپنے غلام کی معیت میں (۱) مدینہ سے باہر دور چلے گئے۔ انہوں نے ایک جگہ دیکھا کہ ایک بڑھیا ایک خیمہ (۲) میں کچھ پکا رہی ہے اور چند بچے پاس بیٹھے رو رہے ہیں۔ (Past Continuous) انہوں نے قریب جا کر بڑھیا سے پوچھا کہ بچے کیوں رو رہے ہیں؟ بڑھیا نے جواب دیا "ہمارے پاس کھانے کو کچھ نہیں اور یہ بچے بھوکے ہیں۔ میں نے ان کو بہلانے (۳) کے لئے ہنڈیا (۴) میں پانی ڈال کر چولہے پر رکھ دیا

ہے۔ تھوڑی دیر میں بچے رو دھو کر سو جائیں گے۔" یہ سن کر حضرت عمرؓ کانپ اٹھے (۵) اور اپنے غلام کو ساتھ لے کر مدینہ واپس آئے۔ انہوں نے جو (۶) مکئی (۷) اور کھجوروں (۸) کی بوری بھر کر اپنی پیٹھ پر اٹھائی اور بڑھیا کے گھر چھوڑ آئے (۹)۔

Vocabulary

1. In the company of a servant 2. Tent 3. In order to keep them busy 4. Cooking pot 5. Trembled 6. Barley 7. Maize 8. Sack 9. Took it to the old woman's home.

Key to difficult sentences

"انہوں نے قریب جا کر بڑھیا سے پوچھا کہ بچے کیوں رو رہے ہیں؟"

اس فقرے کو دو حصوں میں تقسیم کریں۔

"وہ بڑھیا کے قریب گئے اور اس سے پوچھا کہ بچے کیوں رو رہے ہیں۔"

☆ He went near the old woman and asked, "Why are your children crying?"

"میں نے ان کو بہلانے کے لئے ہنڈیا میں پانی ڈال کر چولہے پر رکھ دیا ہے۔"

دو حصوں میں تقسیم کر کے ترجمہ کریں اوپر والی مثال سامنے رکھیں۔ "تھوڑی دیر بعد بچے رو دھو کر سو جائیں گے۔"

فقرے کو دو حصوں میں تقسیم کر کے ترجمہ کریں۔ پیراگراف کے باقی فقرے بھی اسی طرح حل کریں۔

EXERCISE 37

ایک دفعہ ایک چور نے روپوں کا ایک تھیلا (۱) چرا لیا۔ پولیس نے اسے گرفتار کر لیا اور اسے راجہ کے سامنے پیش کیا (۲)۔ چور نے جرم کا اعتراف (۳) کر لیا اور کہا "حضور! میرے دائیں ہاتھ نے تھیلا دیوار سے نکالا (۴) تھا اور میں مکان کے اندر داخل نہیں ہوا۔ میرا کوئی قصور نہیں۔" راجہ نے کہا "واقعی تم قابل رحم (۶) ہو۔ مگر تمہارا دایاں ہاتھ بہت شرارتی (۷) ہے اسے پانچ سات مہینوں کے لئے جیل میں بھیجا جاتا ہے۔ (Passive Voice) تم جیل سے باہر رہنا۔" (حکمیہ فقرہ) (Remain outside)

Vocabulary

1. Bag of money 2. Presented him 3. Confessed his guilt 4. Brought out 5. I am innocent 6. Pitiable 7. Very naughty

EXERCISE 38

موٹا کتا پہلے تو ٹال مٹول (۱) کرتا رہا۔ لیکن دبلے (۲) بھیڑیے (۳) کے اصرار (۴) پر اسے اصلی بات (۵) بتانی پڑی۔ کہنے لگا "بھائی بات یہ ہے (۶) کہ دن کو میرا مالک میری گردن میں چمڑے کا پٹہ (۷) ڈال کر مجھے زنجیر سے باندھ دیتا ہے (۸) تاکہ میں ادھر ادھر نہ پھروں (۹)۔ یہ نشان (۱۰) اسی پٹے (۱۱) کا ہے۔" بھیڑیا پٹے اور زنجیر کا نام سن کر گھبرایا (۱۲) اور بولا۔ "بھائی! تمہاری عنایت کا بہت شکریہ (۱۳)۔ مجھے ایسے تازہ گوشت کی ضرورت نہیں جس کے بدلے (۱۴) غلامی کا پٹہ (۱۵) اور زنجیر پہننی پڑے۔ تمہارا موٹاپا تمہیں مبارک (۱۶) میں تو اپنے جنگل کو واپس چلا جا رہا ہوں۔

Vocabulary

1. Put off, At first the fat dog tried to avoid the issue 2. Thin 3. Wolf 4. On the insistence 5.Had to tell the reality 6. The matter is this 7. Leather strap 8. Ties me with the chain 9. May not wander or move here and there 10. Mark 11. Chain 12. Was upset 13. Thank you for your favour 14. For which 15. Chains of slavery 16. You may enjoy your fatness.

Key to difficult sentences

اسے اصلی بات بتانی پڑتی ہے۔ Has to tell

اسے اصلی بات بتانی پڑی۔ Had to tell

تاکہ میں ادھر ادھر نہ پھروں۔

تاکہ کا ترجمہ So that سے کریں اور So that کے بعد ہمیشہ May یا Might لگا کر پہلی فارم لگائیں۔

☆ So that I may not wander here and there.

SECTION - C

Mixed Paragraphs

EXERCISE 39

صحت کیلئے تین چیزیں ضروری (۱) ہیں۔ اچھا پانی، اچھی خوراک اور اچھی ہوا۔ ورزش کے بغیر صحت اچھی (۲) نہیں رہتی۔ ورزش ہر عمر میں اور ہر آدمی کیلئے ضروری ہے۔ جو طالب علم تمام دن ایک ہی جگہ بیٹھ کر پڑھتا ہے اس سے اس کی صحت پر برا اثر (۳) پڑتا ہے۔ جو طالب علم پڑھتے ہیں اور کھیلتے بھی ہیں وہ زندگی میں کامیاب رہتے ہیں۔ تمام دن کھیلنے یا تمام دن پڑھنے والے کم ترقی (۴) کرتے ہیں۔

Vocabulary

1. Necessary 2. You cannot enjoy good health 3. Leaves a bad influence 4. Make less progress.

Key to difficult sentences

جو طالب علم تمام دن ایک ہی جگہ پر بیٹھ کر پڑھتا ہے اس سے اس کی صحت پر اثر پڑتا ہے۔

☆ Who student reads at one place, his health is affected badly. (غلط)

پہلے فاعل ڈھونڈیں۔ اس فقرہ میں ''فاعل'' اس کی صحت ہے۔

☆ The health of the student who reads at one place is affected badly.

It leaves a bad influence on the health of the student who studies at one place.

یہاں پر طالب علم کیلئے Adjective "Who" استعمال ہوگا اور Student کے ساتھ لگے گا کیونکہ یہ Student کو Qualify کرتا ہے۔

(اگلے دو فقروں کا ترجمہ بھی اسی اصول کے مطابق کریں)

EXERCISE 40

زندگی گزارنا عجیب انسانی تجربہ (۱) ہے۔ پیدائش سے موت تک ہمیں بہت سے واقعات پیش آتے (۲) ہیں۔ قریباً ہر روز ہم کوئی نئی بات سیکھتے ہیں۔ ہم مشاہدات (۳) سے سیکھتے ہیں۔ (Learn) ہم کتابوں سے سیکھتے ہیں۔ ہم اپنے خیالات (۴) سے سیکھتے ہیں۔ امتحان پاس کر لینا اور بات ہے اور علم حاصل کرنا اور بات (۵) ہے۔ میں علم حاصل کرنے کو (۶) امتحان پاس کرنے پر (۷) ترجیح دیتا ہوں۔ انسان اپنی ساری زندگی طالب علم ہی رہتا ہے اور اسے ساری زندگی علم حاصل کرتے رہنا چاہیے۔ (۸)

Vocabulary

1. Human experiment 2. Come across 3. Observation 4. Imaginations or Ideas 5. Is a different matter 6. Acquiring of knowledge 7. Passing the examination 8. Should continue to

Key to difficult sentences

زندگی گزارنا عجیب انسانی تجربہ ہے۔ (فقرہ It) لگا کر شروع کریں۔

EXERCISE 41

عرب کے ملک میں جدھر دیکھو ریت ہی ریت (۱) دکھائی دیتی ہے۔ گھاس اور پانی بہت کم (۲) ہے۔ لیکن یہ نہ سمجھا جائے (۳) کہ سارے عرب کا حال ایسا (۴) ہی ہے۔ عرب میں کہیں کہیں پانی کے چشمے (۵) بھی ہیں۔ ان چشموں کے آس پاس درخت اگے ہوئے (۶) ہیں۔ اونٹوں پر گھومنے پھرنے والے لوگ جہاں (۷) چشمہ دیکھتے ہیں۔ بسیرا کر (۸) لیتے ہیں۔ ایسی جگہوں کو نخلستان (۹) کہتے ہیں۔ یہاں کے لوگوں کا گزارہ (۱۰) زیادہ تر کھیتی باڑی (۱۱) پر ہوتا ہے۔ کچھ لوگ تجارت (۱۲) بھی کرتے ہیں۔ تجارت قافلوں (۱۳) کے ذریعے ہوتی ہے۔

Vocabulary

1. Everywhere there is sand 2. There is dearth of water and sand 3. But it does not mean 4. The whole of Arabia is like that 5. Springs of water 6. Have grown 7. Wherever 8. Encamp, settle down 9. Oasis 10. Live on 11. Cultivation 12. To trade 13. Caravan

EXERCISE 42

لوگ غریب ہیں۔ یہ ٹھیک (۱) ہے مگر وہ گندے کیوں ہیں؟ گلی سڑک محلہ میں جدھر جائیں (۲)۔ (حکمیہ فقرہ) گندگی کے ڈھیر (۳) لگے ہوئے ہیں۔ (There لگائیں)۔ لوگ گھروں کا کوڑا کرکٹ (۴) گلی میں پھینک دیتے ہیں۔ بچوں کے حفظان صحت (۵) کی بھی پرواہ نہیں کی جاتی۔ (Passive Voice) گندے منہ ہاتھ والے بچے گلی میں کھیلتے پھرتے (۶) ہیں۔ گھر میں اتنی جگہ ہی نہیں ہوتی (۷) کہ بچے وہاں کھیل سکیں۔ اس لیے بچوں کو گھروں کے باہر نکال دیا جاتا ہے۔ (۸) (Passive Voice) پھل سبزی بیچنے والے (۹) بھی ہر طرف کوڑا بکھیرتے ہیں (۱۰)۔ لوگ اچھے شہری کیوں نہیں بن سکتے؟

Vocabulary

1. This is right 2. Wherever we go 3. Heaps of dirt 4. Garbage 5. Hygiene 6. Wander 7. Enough place 8. Are turned out of 9.The vendors 10. Scatter, throw

EXERCISE 43

پاکستان میں چار موسم ہوتے ہیں۔ گرمی، سردی، خزاں اور برسات (۱) بہار ہمارے ملک کا موسم نہیں۔ ہماری بہار برسات ہے۔ گرمی میں سورج خوب چمکتا ہے (۲) پسینہ (۳) آتا ہے۔ گرم ہوا چلتی (۴) ہے۔ ہمارے ملک میں سردی بھی شدید (۵) ہوتی ہے۔ ہمیں بہت سے کپڑے پہننے پڑتے ہیں۔ (Have to) برسات میں بادل چھا (۶) جاتے ہیں۔ بعض جگہ ہر روز بارش ہوتی ہے۔ موسم خوشگوار (۷) ہو جاتا ہے۔ خزاں میں خشک ہوائیں (۸) چلتی ہیں۔ درختوں کے پتے گر جاتے ہیں۔ فصلیں اور پھل پک جاتے ہیں۔ (۹)

Vocabulary

1. Summer, Winter, Autumn and rainy season 2. Shines well 3. We sweat 4.Hot wind blows 5. Severe 6. The sky is overcast with clouds 7. Pleasant 8. Dry winds 9. Crops and fruit ripen.

EXERCISE 44

بعض رجعت پسندوں (۱) کا خیال ہے کہ عورتوں کو تعلیم نہیں دینی چاہیے۔ یہ نکتہ نظر ناقابل قبول (۲) ہے۔ عورتوں کو تعلیم و تربیت ضرور ملنی چاہیے تاکہ وہ معاشرے کی ذمہ داریاں سنبھال سکیں۔ (۳) تعلیم یافتہ عورتیں اپنے فرائض بہتر طور پر ادا کر سکتی ہیں۔ اگر آپ معاشرے سے توہم پرستی (۴) اور جہالت (۵) دور کرنا چاہتے ہیں تو عورتوں کو تعلیم حاصل کرنے دیں۔ ایک تعلیم یافتہ عورت (۶) ایک اچھی ماں ثابت ہو سکتی ہے۔

Vocabulary

1. Conservative 2. Is not acceptable 3. Shoulder the responsibilities of society 4. Superstition 5. Ignorance 6. An educated woman

Key to difficult sentences

"عورتوں کو تعلیم و تربیت ضرور ملنی چاہیے تاکہ وہ معاشرے کی ذمہ داریاں سنبھال سکیں۔"
("تاکہ" کے بعد May یا Might لگا کر پہلی فارم لگائیں)

☆ Women should get education so that they may shoulder the responsibilities of society

☆ Let women get education. "تو عورتوں کو علم حاصل کرنے دیں۔"
(اس فقرے میں اجازت پائی جاتی ہے ایسے فقروں میں Let لگائیں)۔

EXERCISE 45

دنیا میں دکھ اور سکھ (۱) دونوں ہیں (۲)۔ ہر کوئی چاہتا ہے کہ دنیا میں مجھے ہر طرح کا سکھ ملے اور کسی طرح کا دکھ نہ اٹھانا پڑے۔ تو کیا ایسا ہو سکتا (۳) ہے؟ بعض بے بس غریب (۴) اپنی حالت پر ہمیشہ کہتے ہیں کہ ہم نے کبھی خواب (۵) میں بھی آرام نہیں پایا ہے، یہ سراسر بھول (۶) ہے۔ وہ اپنے سے زیادہ کسی کنگال (۷) اور بے بس کو دیکھیں تو حقیقت کھلے (۸) گی کہ قناعت (۹) بڑی دولت ہے۔ خوش وہ ہے جو برے کاموں (۱۰) سے بچتا ہے (۱۱) دولت پا کر گناہ میں برباد کر دی (۱۲) تو کیا فائدہ؟ دیانتداری (۱۳) کی روزی کما اور اپنے بچوں کو پال (۱۴) تا کہ تیری عاقبت سنورے۔ (۱۵)

Vocabulary

1. Pain and comfort 2. Go hand in hand 3. Is it possible 4. Helpless 5. Dream 6. They are mistaken 7. More penniless 8. Reality will dawn 9. Contentment 10. Evil deeds 11. Avoids 12. Life is wasted in sin 13. Honest living 14. Look after your family 15. Improve your next life.

Key to difficult sentences

"ہر کوئی چاہتا ہے کہ دنیا میں مجھے ہر طرح کا سکھ ملے اور کسی طرح کا دکھ نہ اٹھانا پڑے۔"

"کہ" کے بعد سادہ فقرہ ہے اس لئے That لگا کر ترجمہ کریں فقرے کے آخری حصے میں "ملے" اور "پڑے" "فعل مضارع" کو ظاہر کرتا ہے ان کا ترجمہ Should اور پہلی فارم لگا کر کریں۔ بدلی ہوئی حالت میں فقرے کا اردو یہ ہوگا۔

ہر کوئی چاہتا ہے کہ اسے ہر طرح کا سکھ ملنا چاہیئے اور اسے کسی قسم کا دکھ نہیں اٹھانا چاہیئے۔

☆ Every one wants that he should get all type of comfort and should not suffer any pain.

EXERCISE 46

تندرستی بڑی نعمت (۱) ہے لیکن آدمی جب تک (۲) تندرست رہتا ہے، اس نعمت کی قدر نہیں (۳) کرتا جب کوئی معمولی سی بیماری (۴) بھی آ کر اسے گھیرتی ہے (۵) تو اسے اس کی قدر معلوم ہوتی ہے۔ اگر جسم کے کسی حصے میں کوئی تکلیف ہو جاتی ہے تو سارا جسم اثر قبول کرتا (۶) ہے۔ تندرستی ہو (۷) تو کھانے پینے چلنے پھرنے اور کام کرنے میں جی لگتا (۸) ہے۔ صحت خراب ہو جائے (۹) تو کسی چیز میں مزا (۱۰) نہیں آتا۔ جو لوگ اکثر بیمار رہتے ہیں ان کی زندگی خود ان کے اور ان کے دوسرے متعلقین (۱۱) کیلئے وبال جان بن جاتی (۱۲) ہے۔ بیماری سے الگ تکلیف ہوتی ہے اور دوا علاج پر خرچ الگ ہوتا ہے۔ بیمار آدمی زندہ در گور (۱۳) ہوتا ہے۔

Vocabulary

1. Health is a great blessing 2. As long as 3. Does not value 4. An ordinary disease 5. Catches 6. The whole body is affected 7. If one is healthy 8. Takes interest 9. Runs down 10. One cannot enjoy anything 11. For friends 12. Troublesome 13. Not better than the dead.

Key to difficult sentences

"تندرستی ہو تو کھانے پینے چلنے پھرنے اور کام کرنے میں جی لگتا ہے۔"

☆ If one is healthy, one enjoys eating, moving and doing work.

One کے بعد One لگائیں۔

جو لوگ اکثر بیمار رہتے ہیں ان کی زندگی خود ان کے اور ان کے دوسرے متعلقین کے لئے وبال جان بن جاتی ہے۔

اس فقرے میں پہلے فاعل کو ڈھونڈیں۔ اس فقرے میں فاعل ان کی زندگی ہے۔

☆ The life of the people who often remain ill, becomes troublesome for themselves and for their friends.

بیماری سے الگ تکلیف ہوتی ہے اور دوا علاج پر خرچ الگ ہوتا ہے۔

☆ **Illness causes pain as well as expenditure on medicine and treatment.**

EXERCISE 47

حضرات آج کے مباحثے (۱) میں میری شرکت کی غرض (۲) یہ نہیں کہ میں فریق مخالف (۳) کو شکست دوں۔ (فعل مضارع Should لگا کیں۔)
میری خواہش یہ ہے کہ ہم سب سچائی اور حقیقت (۴) تک پہنچیں۔ (فعل مضارع Should لگا کیں)۔ آج ہر طرف آزادی، مساوات (۵) اور
انصاف کی مانگ ہے اور سچ تو یہ ہے (۶) کہ دنیا میں یہی چیزیں کمیاب (۷) ہیں۔ آیئے انہیں اسلام کی تاریخ میں تلاش کریں اگر ہم تاریخ کے اوراق
(۸) پلٹیں تو ہم دیکھیں گے کہ اسلامی طریق زندگی (۹) میں بے انصافی کا سوال ہی پیدا نہیں ہوتا (۱۰) اورنگ زیب عالمگیر باوجود (۱۱) اس کے کہ وہ
ہندوستان کا حکمران تھا اپنی روزی ٹوپیاں سی کر اور قرآن نقل کر کے (۱۲) حاصل کرتا تھا۔ آزادی گفتار (۱۳) کی اس سے بہتر اور کیا مثال ہو گی (۱۴)
کہ ایک معمولی آدمی مجلس میں اٹھ کر خلیفہ وقت سے کہہ سکتا ہے۔ ''اے عمر! خدا سے ڈر''۔

Vocabulary

1. Debate 2. The purpose of my participation 3. Opponent 4. To arrive at truth and reality 5. Equality 6. Truth is this 7. Rare 8. Turn over the pages of history 9. Islamic way of life 10. Does not arise 11. Inspite of 12. Copying out the Holy Quran 13. Freedom of speech 14. What can be a better example of freedom of speech.

Key to difficult sentences

مندرجہ ذیل فقروں میں فعل مضارع پایا جاتا ہے۔ اس لئے انہیں Should لگا کر ترجمہ کریں۔
کہ میں فریق مخالف کو شکست دوں۔ (فعل مضارع)
کہ ہم سب سچائی اور حقیقت تک پہنچیں۔ آیئے انہیں اسلام کی تاریخ میں تلاش کریں۔

EXERCISE 48

اکیسویں صدی کیسی ہوگی؟ اس سوال کا جواب دینا اب کوئی مشکل نہیں (It سے شروع کریں) اگلی صدی یقیناً (۱) سائنس کی صدی (۲) ہوگی۔ برق
رفتار سواریاں (۳) ہوں گی اور طالب علم گرمیوں کی چھٹیاں شاید چاند پر منایا (۴) کریں گے۔ رہنے کے لئے نہایت ہی مختصر مگر آرام دہ مکان ہوں
گے۔ عمارات آسمان سے باتیں (۵) کریں گی۔ آبادی میں بے حد اضافہ ہوگا اور خوراک کی کمی کو پورا کرنے کیلئے سمندری کائی (۶) کھانے کا اہم جزو
(۷) بن جائے گی۔ انسان کی زندگی بہتر تو ضرور ہوگی مگر شخصی آزادی (۸) کم ہو جائے گی۔ (۹)۔ ہر شخص حکومت کا ملازم ہوگا اور منصوبہ بندی کے تحت
(۱۰) ہر فرد معاشرے میں تعمیری پروگراموں (۱۱) میں جبری طور (۱۲) پر شامل کیا جائے گا۔ سیاسی اختلاف (۱۳) رائے کے مواقع کم ہو جائیں گے
کیونکہ حکومتیں اتنی طاقتور ہو جائیں گی۔ ہر مخالف (۱۴) کو سختی سے کچل سکیں گے۔

Vocabulary

1. Certainly 2. Century of Science 3. There would be fast moving vehicles 4. Spend 5. Touch the skies 6. Sea moss 7. An important part of food 8. Personal freedom 9. Will decrease 10. Under planning 11. Constructive programmes 12. Compulsorily 13. Difference of opinion 14. Opposition

EXERCISE 49

بہت سے حضرات وخواتین پریشان ہیں کہ اسلامی نظام حکومت میں آرٹ (۱) کا کیا حشر ہوگا۔ انہیں فکر مند (۲) ہونے کی ضرورت نہیں۔ اسلام آرٹ
کا دشمن نہیں ہے لیکن آرٹ کی اشکال (۳) صرف وہ نہیں جو مغربی تہذیب (۴) میں پائی جاتی ہیں۔ مغربی تہذیب میں بہت سی باتیں ایسی ہیں جو
ہمارے ہاں قابل تعریف (۵) نہیں سمجھی جاتیں اور مغربی تہذیب کا بڑے سے بڑا حامی (۶) بھی ان کی حمایت نہیں کر سکتا۔ آرٹ صرف رقص اور مجسمہ
سازی (۷) کا نام نہیں۔ ہر تہذیب اپنے نظریات اور ضرورت کے مطابق اپنے فنون لطیفہ پیدا کرتی ہے۔ (۸)

Vocabulary

1. Fate of art 2. Need not worry 3. Forms of art are not such as are found 4. Western Civilization 5. Commendable 6. The greatest supporter of Western Civilization 7. Dancing and sculpture 8. Creates its own fine arts.

Key to difficult sentences

Need No کے بعد to لگانا غلط ہے۔

مغربی تہذیب میں بہت سی باتیں ایسی ہیں جو ہمارے ہاں قابل تعریف نہیں سمجھی جاتیں۔

☆ In the Western civilization, there are many such things, as are not understood commendable by us.

Such کے بعد Which مت لگائیں۔

ہمارے ہاں کیلئے By us لگائیں۔

فقرے کا دوسرا حصہ Passive Voice میں ہے۔

EXERCISE 50

ب سے اہم کام جو اقبال نے انجام (۱) دیا وہ یہ تھا کہ انہوں نے مغربیت (۲) اور مغربی مادہ پرستی (۳) پر پوری قوت کے ساتھ ضرب لگائیں (۴) اقبال نے مسلمانوں کی ذہنی غلامی (۵) کو بھی ختم کرنے کی کوشش کی جو ان پر طاری ہوگئی (۶) تھی۔ واقعہ (۷) یہ ہے کہ مسلمان اپنے آپ کو بھول گئے تھے۔ ان کو اپنی تاریخ سے شرم آتی (۸) تھی۔ اپنی تہذیب اپنے عقیدے (۹) اور اپنی اخلاقی اقدار کے بارے میں شدید احساس کمتری کا شکار (۱۰) ہو چکے تھے وہ کہتے تھے کہ اگر دنیا کی تاریخ میں کوئی قابل قدر چیز (۱۱) ہے تو وہ صرف اہل مغرب کی پیش کی ہوئی ہے۔ اس موقع پر اقبال ؒ نے مسلمانوں کے اندر یہ احساس پیدا (۱۲) کیا کہ تم دنیا بھر میں سب سے زیادہ قابل فخر (۱۳) تہذیب رکھتے ہو۔ تمہارے پاس دنیا کا بہترین نظام حیات ہے اور تم سب سے زیادہ صحیح اور اعلیٰ اخلاقی اقدار رکھتے ہو۔

Vocabulary

1. Which Iqbal performed 2. Westernism 3. Western materialism 4. Struck the blow with full force 5. Mental slavery 6. Which possessed their mind 7. The real fact is 8. Ashamed 9. Creed 10. Severe inferiority complex 11. Valuable 12. Developed this awareness 13. Worthy of pride

Key to difficult sentences

وہ کہتے تھے کہ اگر دنیا کی تاریخ میں کوئی قابل قدر چیز ہے تو وہ اہل مغرب کی پیش کی ہوئی ہے۔

فقرے کے پہلے حصے میں Past Tense ہے اس لئے باقی فقرہ بھی Past Tense کے مطابق ترجمہ کریں۔

☆ He said that if there was any thing valuable in history, it had been offered by the West. (Passive Voice)

اقبال ؒ نے مسلمانوں کے اندر احساس پیدا کیا کہ تم دنیا بھر میں زیادہ قابل فخر تہذیب رکھتے ہو۔

پہلے حصے میں Past Tense ہے، دوسرے حصے میں Past Tense لگاؤ۔ "تم" کیلئے They لگاؤ۔ (Indirect form ہے)

☆ On this occason, Iqbal produced this feeling among the Muslims that they had the most worthy of pride civilization.

EXERCISE 51

سرسید احمد خان ہماری قوم کے بہت بڑے مصلح (۱) گزرے ہیں۔ (۲) ان کی وفات کو اس وقت پچانوے سال سے اوپر ہوئے ہیں۔ ان کی اخلاقی جرات (۳) آزادی خیال (۴) انصاف پسندی (۵) فیاضی (۶) اور ہمدردی (۷) کے ہندو مسلمان سب قائل (۸) تھے۔ جس کام کو انہوں نے اپنے ہاتھ میں لیا اسے کامل خلوص (۹) اور تندہی (۱۰) سے سرانجام دیا (۱۱) جب قومی خدمت کا بار لیا تو یہ شغف (۱۲) اور بڑھ گیا۔ اس دھن (۱۳) میں وہ سب کچھ بھول گئے۔ فرہاد کو شیریں سے اتنا عشق نہیں تھا جتنا انہیں اپنی قوم سے تھا۔ سوتے جاگتے یہی ان کا ورد (۱۴) تھا۔ سرسید نے قوم کا مفہوم ہی بدل دیا اور مسلمانوں میں قومیت کا تصور (۱۵) پیدا کیا۔

Vocabulary

1. Reformer 2. Has been 3. Moral courage 4. Freedom of ideas 5. Love for justice 6. Generosity 7. Sympathy 8. Admitted 9. With great zeal 10. Sincerity 11. Paid attention to 12. He became more zealous 13. Pursuit 14. He had his nation in his mind 15. Created the idea of nationhood.

Key to difficult sentences

"ان کی وفات کو اس وقت پچانوے سال سے اوپر ہوئے ہیں۔"

☆ More than ninety five years have passed since he died.

Since کو یہاں پر Adverb یا Conjunction of time کے طور پر استعمال کیا گیا ہے۔ Since کے بعد Past simple استعمال کریں۔

جس کام کو انہوں نے اپنے ہاتھ میں لیا اسے کامل خلوص اور تندہی سے سرانجام دیا۔

☆ He did with great devotion and love the work which he undertook in his hand.

فرہاد کو شیریں سے اتنا عشق نہیں تھا جتنا اسے اپنی قوم سے تھا۔

"اتنا کہ جتنا" (منفی فقرے میں) So -------- as

"اتنا کہ جتنا" (مثبت فقرے میں) As------- as

☆ Farhaad had not so much love for Shirin as he had for his nation.

EXERCISE 52

امریکی سائنس دانوں نے انکشاف (۱) کیا ہے کہ کرہ ارض (۲) کا درجہ حرارت بڑھ رہا ہے اور فضا (۳) میں کاربن ڈائی آکسائیڈ گیس کی تعداد میں اضافہ ہو رہا ہے۔ ان کے خیال (۴) میں یہ تبدیلی کوئلہ، تیل اور گیس جلانے کی وجہ سے ہو (۵) رہی ہے۔ کوئلہ جلانے سے فضا کو خاص طور پر شدید نقصان (۶) پہنچ رہا ہے۔ ان سائنس دانوں نے بتایا کہ آئندہ چند برسوں میں یہ صورت حال کرہ ارض پر منفی تبدیلیوں (۷) کا باعث بنے گی۔ دنیا میں سطح سمندر (۸) بلند ہو جائے گی۔ جس کی وجہ سے ساحلی علاقوں میں (۹) (Coastal areas) سیلاب اور بارش سے تباہی مچے گی۔ شمالی امریکہ اور دنیا کے دوسرے علاقے زراعت کے قابل نہیں (۱۰) رہیں گے۔

Vocabulary

1. Have revealed 2. Earth 3. Atmosphere 4. They believe 5. Is taking place 6. Damage 7. Negative changes 8. Sea level 9. Coastal area 10. Will be rendered uncultivable.

EXERCISE 53

انسان دنیا میں اپنی مرضی (۱) کے بغیر آتا ہے اور اپنی خواہش کے خلاف یہاں سے چلا (۲) جاتا ہے۔ اس عرصے کے دوران (۳) اسے نہ کوئی سمجھتا ہے اور نہ سمجھنے کی کوشش کرتا ہے وہ بچپن میں فرشتہ (۴) جوانی میں شیطان (۵) اور بڑھاپے میں احمق سمجھا جاتا ہے (۶) اگر شادی کرے تو اس کی زندگی

جانوروں کی سی ہے اور کنوارہ رہے (۷) تو کہتے ہیں (۸) کہ اس کا چال چلن خراب ہے۔ اگر غریب ہے تو فضول ہے (۹) اگر امیر ہے تو مغرور (۱۰) ہے اگر خیرات کرتا (۱۱) تو شہرت کا بھوکا ہے (۱۲) اگر نہیں کرتا تو کہتے ہیں انسان نہیں حیوان ہے۔ اگر مذہب میں دلچسپی لیتا ہے تو کہتے ہیں مکار (۱۳) ہے اگر نہیں لیتا تو گنہگار (۱۴) ہے اگر جوانی میں انتقال کر جائے تو دنیا کہتی ہے کہ ہونہار (۱۵) تھا زندہ رہے تو دنیا ایسا سلوک کرتی ہے (۱۶) گویا (۱۷) اس سے برا کوئی دوسرا نہ ہوگا (۱۸)۔

Vocabulary

1. Will 2. Leaves the world 3. During this period 4. Angel 5. Devil 6. Is considered 7. Remains bachelor 8. It is said 9. Good for nothing 10. Proud 11. Gives charity 12. Hungry of fame 13. Cunning 14. Sinner 15. Promising 16. Treats him such 17. As if 18. He were the most wicked

Key to difficult sentences

"اس عرصے کے دوران اسے نہ کوئی سمجھتا ہے اور نہ سمجھنے کی کوشش کرتا ہے۔" (Use Neither.......... Nor)

اگر شادی کرے تو اس کی زندگی جانوروں کی (اگر والا حصہ Present simple میں کریں)

اگر جوانی میں انتقال کر جائے تو دنیا کہتی ہے کہ ہونہار تھا۔ (اگر جوانی میں انتقال کر جاتا ہے تو دنیا کہتی ہے کہ ہونہار تھا)

☆ If he dies in youth, the world says that he was promising.

انگریزی میں "تو" کی کوئی انگریزی نہیں ہوتی۔ Then لکھنے سے فقرہ غلط ہو جاتا ہے۔ کسی فقرے میں دو Conjunction استعمال نہیں کرتے اس لئے If کے بعد ہم Then نہیں لگا سکتے۔

EXERCISE 54

دو قومی نظریے (۱) کے بارے میں عموماً یہ کہا جاتا ہے (۲) کہ یہ نظریہ علیحدگی اور تقسیم کا نظریہ ہے۔ ۱۹۴۷ء کے ارد گرد جتنے افسانے لکھے گئے ہیں انہوں نے اس خیال کو ہوا دی (۳) ہے اور بٹوارے (۴) کا نام اس نظریے کے ساتھ منسلک (۵) ہو گیا ہے۔ حقیقت یہ ہے کہ (۶) دو قومی نظریہ ایک تاریخی اور جمہوری نظریہ ہے اور اس کا فوری پس منظر (۷) برصغیر کے وہ حالات تھے جن میں ہندو اور مسلمان آپس میں برسرِپیکار (۸) تھے۔ قومی تشخص (۹) اکثریت کے تسلط (۱۰) اور غلبے کو قبول نہ کرنے کی مدافعت (۱۱) اور جغرافیائی وطن کا قیام (۱۲) یہ دو قومی نظریے کی وہ تاریخی بنیادیں ہیں جو ہماری آزادی کی جدوجہد (۱۳) کو مرتب کرتی ہیں۔ (جیلانی کامران)

Vocabulary

1. The two nation theory 2. It is generally said 3. Have aired 4. Partition 5. Is appended ; is attached 6. The fact is this 7. Background 8. Were at loggerheads 9. National identity 10. Domination by majority 11. Resistance of not accepting the domination 12. Establishment of physical state, country 13. Form the foundation of our freedom.

Key to difficult sentences

1947ء کے ارد گرد جتنے افسانے لکھے گئے ہیں انہوں نے بھی اس خیال کو ہوا دی ہے۔

(اس فقرے میں پہلے فاعل کا ترجمہ کریں۔ بعد ازاں "جتنے" کے)

☆ All the fictions (stories) which have been written around 1947, have aired this idea.

SECTION - D

Passages Selected From Punjab University Papers.

EXERCISE 55

کولمبس ایک غریب باپ کا بیٹا تھا۔ بچپن (1) سے ہی وہ سمندر سے محبت کرتا تھا (Past Simple) پندرہ سال کی عمر میں وہ ایک جہاز پر سفر (2) کر رہا تھا کہ اچانک جہاز کو آگ لگ (3) گئی۔ وہ سمندر میں کود پڑا اور چھ میل تیر کر ساحل (4) پر پہنچا۔ وہ ایک بہادر نوجوان تھا اور کوئی عظیم کام کرنا چاہتا تھا۔ اس نے ایک طویل بحری سفر کیا (5)۔ وہ دراصل ہندوستان جانا چاہتا تھا لیکن وہ ایک نامعلوم (6) ملک میں پہنچ گیا۔ آج کل اس ملک کا نام امریکہ ہے۔

Vocabulary

1. since childhood. 2. he was making a voyage. 3. caught fire. 4. reached the coast. 5. did a long voyage. 6. unknown country.

EXERCISE 56

وہ میرا مخلص دوست (1) ہے۔ اس وقت کراچی میں رہتا ہے۔ وہ ایک جفاکش (2) اور باہمت (3) آدمی ہے۔ اس کو اپنے وطن سے پیار ہے۔ اس نے اپنی زندگی ملک اور قوم کے لئے وقف (4) کر رکھی ہے۔ وہ ہمیشہ کہتا ہے کہ ہماری زندگی کا واحد مقصد محنت، خدمت، اور ایثار (5) ہے اور یہ تینوں چیزیں اس کی عملی زندگی (6) میں پائی جاتی ہیں (7)۔

Vocabulary

1. sincere friend. 2. hard working. 3. courageous. 4. has devoted his life. 5. sacrifice. 6. practical life. 7. are found.

EXERCISE 57

علم بڑی دولت (1) ہے۔ اس کو نہ چور چرا (2) سکتا ہے نہ ڈاکو چھین (3) سکتا ہے۔ جو آدمی علم حاصل کرتا ہے اس کی بڑی قدر ہوتی (4) ہے۔ علم خرچ کرنے سے کم نہیں ہوتا (5)۔ اس وقت تم کو پڑھنے لکھنے کے سوا کوئی فکر نہیں اگر یہ موقع کھو (6) دیا تو ایسا وقت پھر کبھی نہیں آئے گا (7) تمہیں چاہیے کہ علم حاصل کرو (حکمیہ فقرہ، فعل کی پہلی فارم سے شروع کرو) یہ تمہارے بڑے کام آئے گا (8)۔

Vocabulary

1. wealth. 2. cannot steal it. 3. rob it 4. is valued 5. does not decrease. 6. missed that opportunity. 7. that time would never back. 8 it will benefit you much.

Key to difficult Sentences:

☆ اس کو نہ چور چرا سکتا ہے نہ ڈاکو چھین سکتا ہے۔ **(Use Neither..... nor)**

☆ جو آدمی علم حاصل کرتا ہے اس کی بڑی قدر ہوتی ہے۔

*Who man gets knowledge, he is valued. (غلط ہے)

پہلے فاعل کا ترجمہ کریں۔ اس میں "آدمی" فاعل ہے۔

*The man **who gets** knowledge, is valued.

دوبارہ He کا غلط ہے۔

☆ دوبارہ فاعل "He" مت لکھیں۔

☆ اگر یہ موقع کھو دیا تو ایسا وقت پھر کبھی نہیں آئے گا۔

☆ Would Past Simple کا کر ترجمہ کریں۔

☆ "تو" کا ترجمہ Then مت کریں۔ "تو" کے لئے فقرے کے دونوں حصوں کے درمیان Comma لگائیں۔

EXERCISE 58

آدمی اپنی قسمت خود بناتا (1) ہے۔ اس کو چاہیے کہ محنت کرے اور لگن (2) سے کام کرے تاکہ وہ اپنی زندگی میں کامیابی حاصل کر سکے۔ محنت اس دنیا کی سب سے بڑی حقیقت (3) ہے۔ (Superlative Degree) سے جھٹلایا (4) نہیں جا سکتا۔ اگر ہم ماضی پر نظر دوڑائیں تو (5) معلوم ہوگا (6) کہ جتنے بھی آدمی گزر گئے ہیں (7) سب نے محنت سے کام کیا اور اپنی قسمت سنواری (8)۔

Vocabulary

1. makes his own fortune. 2. work with devotion. 3. is the greatest reality. 4. cannot be denounced, denied. 5. look at our past. 6. It will be known. 7. have lived in the world. 8. made their fortune.

Key to difficult Sentences

محنت کرے، لگن سے کام کرے، (فعل مضارع) Should لگا کر ترجمہ کریں۔ تاکہ So that کے بعد ہمیشہ May یا Might اور پہلی فارم لگا کر ترجمہ کریں۔

EXERCISE 59

جوہری توانائی (1) کو انسان کے فائدے کے لئے استعمال (2) کیا جا سکتا ہے۔ یہ غلط ہے کہ جوہری توانائی کے مقاصد محض منفی (3) ہیں اور اسے صرف دنیا کو تباہ کرنے کے لئے ہی استعمال کیا جا سکتا ہے۔ جوہری توانائی سے ہم بجلی پیدا کر سکتے ہیں۔ اس سے ہمارے یہاں بجلی کی جو کمی (4) ہے وہ آسانی پوری کی ہو سکتی ہے۔ اس بات کا امکان (5) موجود ہے کہ جوہری توانائی سے پیدا ہونے والی بجلی سستی بھی ہو سکے۔

Vocabulary

1. atomic energy. 2. can be used. 3. negative. 4. shortage. 5. there is possibility. 6. can be cheap.

EXERCISE 60

ایک دفعہ ایک کوا پیاسا تھا۔ وہ ایک جگہ سے دوسری جگہ اڑا۔ (1) اس کو کہیں پانی نہ ملا۔ بالآخر (2) وہ ایک باغ میں پہنچا۔ وہاں اس نے پانی کا ایک گھڑا (3) دیکھا۔ وہ بہت خوش ہوا۔ اس نے گھڑے میں دیکھا کہ پانی اتنا نیچا (4) تھا کہ اس کی چونچ پانی تک نہ پہنچ سکتی تھی۔ کوا ہوشیار تھا پانی تک پہنچنے کے لئے آخرکار اس نے راستہ نکال لیا (5)۔

Vocabulary

1. flew from one place to other. 2. at last. 3. saw a pitcher of water. 4. was so low that. 5. he devised a way to reach water.

EXERCISE 61

بھائی حالات کتنے بدل (1) چکے ہیں۔ اب تو دفتر بھی ایک جگہ نہیں رہے اگر آپ کسی دفتر میں جائیں بھی تو معلوم نہیں ہوتا (2) کہ آپ کا کام کون کرے (3) گا۔ میں ایک صاحب کو جانتا ہوں وہ دن بھر کسی دفتر کی تلاش کرتے (4) رہے اور انہوں نے شہر کی ہر تاریخی عمارت کو دیکھ لیا لیکن اس دفتر کو تلاش نہ کر سکے جہاں ان کا جانا ضروری تھا۔ کیا دفتروں کی ڈائریکٹری نہیں چھپ سکتی (5)؟

Vocabulary

1. how times have changed. 2. It is not known. 3. who will look after your work. 4. he had been searching that office the whole day 5. cannot be published.

EXERCISE 62

واہ صاحب! کیا دن تھے، جب لوگ خواب (1) دیکھتے تھے۔ کہانی سنتے ہی پرستان پہنچ (2) جاتے تھے، چمن پہنچ جاتے تھے۔ یمن کو دیکھ لیتے تھے (Past Simple) اور ہر فکر اور دکھ کو بھول (3) جاتے تھے (Past Simple) اب تو کہانی لکھنے والے (4) بھول گئے ہیں کہ کہانی کیسے لکھی جاتی ہے (Passive Voice) اس لئے اب وہ اس دنیا کی بات کرتے ہیں جس سے (5) ہمارا روز سروکار رہتا ہے۔ آدمی جائے تو کہاں جائے (6) نہ سکون نہ آرام۔

Vocabulary

1. dream 2. fairy Land. 3. every worry and grief. 4. story writers 5. with which. 6. man has no place of peace in this world 6. we have to deal with

Key to difficult Sentences:

☆ کہانی سنتے ہی پرستان پہنچ جاتے تھے۔ (جونہی وہ کہانی سنتے تھے پرستان پہنچ جاتے تھے)

• As soon as they heard the story, they reached the fairy land.

EXERCISE 63

آپ خواہ مخواہ (1) مجھ پر خفا ہو رہے ہیں۔ میں نے آپ کو سب کچھ بتا دیا ہے کہ میرا قصور (2) نہیں ہے۔ بل بنانے والا شعبہ دوسرا ہے۔ آپ وہاں جا کر معلوم کریں (حکمیہ فقرہ) کہ آپ کے بل میں کیا غلطی (3) ہے؟ میں تو بلوں پر دستخط کرتا ہوں متعلقہ کلرک (4) آپ کی رہنمائی کرے گا (5) اگر پھر بھی آپ مطمئن نہ ہوں تو بخوشی میرے پاس تشریف لے آئیں۔ (حکمیہ فقرہ) اس طرح بحث کرنے (6) سے دونوں کا وقت ضائع ہوتا ہے (7)۔

Vocabulary

1. without reason. 2. my fault. 3. error 4. the concerned clerk 5. will guide you. 6. discussion 7. wastes the time of both.

Key to difficult Sentences:

☆ آپ وہاں جا کر معلوم کریں کہ آپ کے بل میں کیا غلطی ہے؟

*You go there and enquire **what is** the errror in your bill?

What سے پہلے That مت لگائیں۔

EXERCISE 64

صاحب کیا دن (1) تھے جب کبوتر ہی کبوتر نظر آتے تھے اور ان کا مقابلہ (2) ہوتا تھا۔ پتنگوں کی بات دوسری (3) ہے۔ **(Past Simple)** وہ تو ایک موسم میں اڑائے جاتے ہیں۔ مگر کبوتر تو روزانہ اڑتے تھے۔ یہاں بیٹھتے تھے، وہاں بیٹھتے تھے۔ **(Past Simple)** نیلے آسمان پر سفید کبوتروں کی بہار (4) دکھائی دیتی تھی۔ آدمی کی نگاہ میں بلندی ہی بلندی (5) تھی اور اب پستی ہی پستی ہے۔ (6) آپ کہتے ہیں کہ زمانہ (7) ترقی کر گیا ہے میں کہتا ہوں ترقی نہیں ہوئی۔

Vocabulary

1. those days were wonderful. 2. their competition was held. 3. the matter of kite flying is another thing. 4. there was seen a crowd of pigeons on the blue sky. 5. height. 6. degradation. 7. man

EXERCISE 65

اور پھر آہستہ آہستہ گاڑی تیز ہو گئی (1) اور اس کے ساتھ وہ منظر غائب ہوتے گئے (2) جن سے اب میرا کوئی تعلق نہ تھا (3)۔ میں نے اپنی توجہ ہٹانے کے لئے (4) اخبار پڑھنا چاہا مگر اخبار میں بھی کوئی خاص خبر نہ تھی۔ وہی جانی پہچانی (5) خبریں اور وہی ایک جیسے اشتہار (6) لیکن ایک خبر ایسی تھی جسے پڑھتے ہی میں چونک اٹھا (7) اور مجھے اپنے دوست کا خیال آیا (8) جو امریکہ سے واپس آیا تھا۔

Vocabulary

1. got speed. 2. the sights disappeared. 3. with which I had no relation. 4. divert the attention. 5. the same familiar. 6. the same advertisement. 7. which startled me. 8. thought about my friend.

EXERCISE 66

کاریگر (1) نے کہا کہ ریڈیو اب پرانا ہو گیا ہے۔ اس لئے کام نہیں کرتا (2) اگر آپ اس کے پرزے (3) بدلنا چاہیں تو تین چار دن لگیں گے۔ آ کر لے جائیں (حکمیہ فقرہ) لیکن میں نے کہا مجھے ریڈیو جلد درکار ہے (4) اگر اسے آج ہی ٹھیک کر دیں (5) تو مہربانی ہوگی۔ میں دور گاؤں میں رہتا ہوں اور ریڈیو کے بغیر وقت کاٹنا (6) مشکل ہے۔

Vocabulary

1. the mechanic. 2. work. 3. spare part. 4. need it soon. 5. repair. 6. spend time.

Key to difficult Sentences

☆ کاریگر نے کہا کہ ریڈیو اب پرانا ہو گیا ہے۔

فقرے کے شروع میں Past Tense ہے۔ "کہ" کے بعد والا حصہ Present Perfect میں that لگا کر Past Perfect میں بدل دیں۔

EXERCISE 67

کریم نے کہا! عجیب بات (1) ہے۔ بجلی کا بل پچھلے مہینے بھی جمع کروایا (2) تھا اور اب دوبارہ آ گیا ہے کیا میں ایک مہینے میں دوبارہ (3) تھوڑا ہی لیتا ہوں کہ بجلی کا بل ادا کرتا رہوں۔ اکاؤنٹنٹ نے ایک بار پھر فائل کو کھولا اور غور کرتا رہا (4) اور کہنے لگا "صاحب! اس میں ہمارا کوئی قصور نہیں (5) جب تک ہم خود حساب کرتے تھے (6) غلطی نہیں ہوتی تھی (7) اب یہ سارا کام کمپیوٹر کرتا ہے، معافی چاہتا ہوں (8)۔

Vocabulary

1. strange matter. 2. deposited. 3. twice. 4. thought over it. 5. we are not at fault. 6. as long as we made the accounts. 7. we did not make any error. 8. I beg your pardon.

EXERCISE 68

گاڑی سے اتر کر (1) جب میں پلیٹ فارم پر پہنچا (2) تو لوگوں کا ہجوم دیکھ کر پریشان ہو گیا (3)۔ ہر شہر کے لوگ تھے اور ہر زبان بول رہے تھے۔ میں نے سفر میں جتنے دکھ اٹھائے تھا (4) ان کو میں کیسے بھلا سکتا تھا۔ لیکن اس اجنبی شہر میں داخل ہوتے ہوئے گھبرا رہا تھا۔ نہ کوئی عزیز (5) تھا نہ رشتہ دار۔ سب راستے ہی میں بچھڑ گئے (6) تھے۔ آخر میں نے ہمت کی (7) اور اسٹیشن سے باہر نکل گیا۔

Vocabulary

1. after getting down. 2. reached. 3. I became nervous. 4. all the pains and griefs. 5. dear one. 6. were departed.7. I took courage.

Key to difficult Sentences

☆ میں نے سفر میں جتنے دکھ اٹھائے تھے ان کو میں کیسے بھلا سکتا ہوں۔

(اردو میں ترتیب کو ٹھیک کر کے لکھنے سے اب فقرہ ایسے ہوگا)

میں ان دکھوں کو کیسے بھلا سکتا ہوں جو میں نے سفر میں اٹھائے تھے۔

* How can I forget all the pains and griefs which I bore during the journey.

EXERCISE 69

ننھی بچی (1) کچھ دیر خاموش رہی اور پھر چپکے (2) سے اٹھ کر اپنے کمرے میں چلی گئی۔ والد صاحب بہت حیران ہوئے۔ اٹھے اور بچی کے کمرے میں دیکھنے لگے کہ وہ کیا کر رہی ہے؟ بچی آنکھیں بند کیے (3) دعا مانگ رہی تھی اور رو رہی تھی "اے خدا! تو بہت رحم کرنے والا (4) ہے میری امی کو صحت عطا کر (5) میری دعا سن اور رحم فرما!"۔

Key to difficult Sentences

''لگنا'' مصدر سے جب بھی فقرے کو ترجمہ کرنا ہو تو Begin to لگائیں۔

اور دیکھنے لگے Began to see سادہ Past Tense "saw" غلط ہوگا۔

Vocabulary

1. innocent girl. 2. quietly. 3. with her eyes shut up. 4. very merciful. 5. give health to my mother.

EXERCISE 70

اس چھوٹی بچی نے جب اڑتے ہوئے پرندے (1) دیکھے تو بہت حیران ہوئی اس نے امی سے پوچھا کہ کیا میں اڑ سکتی ہوں؟"۔ امی نے انکار میں سر ہلا دیا (2)۔ رات بھر وہ بچی خواب دیکھتی رہی۔ پرندوں کے ساتھ اڑنے کے خواب اور خواب ہی میں مسکراتی رہی۔ صبح اٹھ کر اس نے امی سے کہا "امی میں اڑ سکتی ہوں"۔ امی نے پوچھا "کیسے؟" بچی نے جواب دیا "خواب میں" (3)۔

Vocabulary

1. flying birds. 2. nodded her head in the negative. 3. in dreams

EXERCISE 71

والد صاحب اپنے بیٹے کو ساتھ لیے مدرسے گئے۔ بیٹے کی عمر پانچ سال تھی۔ مولوی صاحب نے سر پر پیار سے ہاتھ پھیرا (1) اور کہا "میاں پڑھنے آئے ہو"۔ والد صاحب اپنے ساتھ مٹھائی (2) لائے تھے۔ جسے بچوں میں بانٹا (3) گیا۔ (Passive Voice) اس کے بعد بیٹے کو زمین پر بٹھایا گیا (4) تاکہ علم کے زینے پر (5) اس کے سفر کی ابتداء ہو۔ اب تو ایسے طور طریقے (6) ہیں اور نہ مٹھائی بانٹی جاتی ہے۔

Vocabulary

1. moved his hand on the head of the child with love. 2. sweets. 3. distributed. 4. was seated. 5. on the ladder of knowledge. 6. such customs.

Key to difficult Sentences

☆ اب نہ تو ایسے طور طریقے ہیں اور نہ مٹھائی بانٹی جاتی ہے۔

Neither....... nor کا استعمال کریں۔

*Neither such customs are observed, nor sweets is distributed. (Passive Voice)

EXERCISE 72

ان دنوں ہم سوچتے تھے (1) کہ کیا برصغیر (2) کے لوگ ہمیں یاد کریں گے؟ کسی زمانے میں رومنوں نے بھی برطانیہ پر حکومت کی تھی۔ (Past Simple) ان کے چلے جانے کے بعد رومن ہماری لوک کہانیوں (3) کے جزو بن گئے تھے۔ بادشاہ آرتھر کی کہانی اسی زمانے کی یاد دلاتی ہے (4)۔ مگر ہم نے یہاں بھی کیا کیا ہے؟ کیا ہم نے لوگوں کے دل جیتے ہیں؟ (5) کیا ہم نے ان کے دکھ، درد بانٹے ہیں؟ (6) ان سوالوں کا جواب صرف تاریخ دے گی۔ ہم کیا جواب دے سکتے ہیں۔

Vocabulary

1. thought. 2. sub continent. 3. became the part of our folk tale. 4. reminds. 5. conquered the hearts of people. 6. shared their sorrows.

EXERCISE 73

ہمیں آج عہد کرنا چاہیے (1) کہ یہ ہمارا ملک ہے ہم اس کے لیے ہیں۔ میں آپ کو یاد دلاتا ہوں (2) کہ آج ہم زلزلوں (3) سے ڈرتے ہیں مگر کبھی ہم خود زلزلہ تھے۔ آج ہم اندھیروں سے کانپ رہے ہیں۔ (4) مگر کبھی ہم اجالا تھے (5) آج ہم بھیگ جانے کے خدشہ (6) سے احتیاط میں بہت ے ہیں۔ (7) لیکن ہم ہی تھے کہ سمندروں میں اتر گئے تھے (8)۔

Vocabulary

1. make a pledge. 2. remind. 3. earthquakes. 4. trembling with fear. 5. light. 6. for fear of being wet. 7. taking precautions 8. went into the seas.

EXERCISE 74

روشنی کا کیا مطلب ہے؟ کبھی جلتی (1) ہے کبھی بجھ جاتی ہے (2) کیونکہ روشنی آگ کا حصہ ہے۔ انسان نے ہمیشہ اجالے (3) کی تمنا کی ہے (4) اور روشنی کی تلاش میں طویل سفر کیا ہے۔ اس زمانے میں ہر جگہ روشنی ہے۔ سڑکوں پر مکانوں میں اور بازاروں میں روشنی ہے لیکن بعض لوگوں کا خیال ہے کہ جو روشنی دل میں ہے اسے کوئی بجھا نہیں سکتا (5) اکثر اوقات بازار روشن ہوتے ہیں لیکن دل بجھ جاتے ہیں (6)۔

Vocabulary

1. It lights. 2. off. 3. light. 4. has desired. 5. cannot be put out. 6. the hearts are dark.

Key to difficult Sentences:

☆ بعض لوگوں کا خیال ہے کہ روشنی دل میں ہے اسے کوئی نہیں بجھا سکتا۔
اردو ترتیب صحیح کریں۔

☆ بعض لوگوں کا خیال ہے کوئی اس روشنی کو نہیں بجھا سکتا ہے جو دل میں ہے۔ فاعل کو پہلے لکھ کر ہم صحیح ترجمہ کر سکتے ہیں اس فقرے میں "روشنی" فاعل ہے۔

*Some people think that we cannot put out the light which is in our heart.

EXERCISE 75

پاکستان کے ساتھ ہمیں کس قدر محبت (1) ہے۔ اس کا اندازہ وہی کر سکتے ہیں جو وطن سے باہر ہیں (2)۔ جب کبھی مجھے وطن کے باہر جانے کا اتفاق ہوا ہے (3)۔ یہ دیکھ کر خوشی ہوئی ہے کہ ہم سب کو اپنے وطن سے کس قدر محبت (4) ہے۔ پردیس میں سب پاکستان کی باتیں کرتے ہیں اور پاکستان کی عظمت کا ذکر کرتے ہیں۔ اپنے ہم وطنوں (5) کو دیکھ کر دل خوشی سے بھر جاتا ہے اور پاکستان دلوں میں بسنے لگ جاتا ہے بیرون ملک سب دل میں اپنے وطن کی یاد (6) کے ساتھ سفر کرتے ہیں۔

Vocabulary

1. how much love. 2. can be guessed by those people. 3. happened to go out of the country. 4. great love. 5. countrymen. 6. memory of the country.

EXERCISE 76

پاکستان میں کئی زبانیں بولی جاتی ہیں۔ شمال میں شمالی مغربی سرحدی صوبہ (1) ہے جس کی زبان (2) پشتو ہے۔ پشتو اس صوبے کے رہنے والوں (3) کے تمدن اور ثقافتی (4) ورثہ کی آئینہ دار (5) ہے۔ بلوچستان میں لوگوں کی زبان بلوچی ہے جو بلوچوں کی ثقافتی اور تخلیقی کاوشوں (6) کا ذریعہ اظہار ہے (7)۔ سندھ میں سندھی بولی جاتی ہے۔ تاریخی، ادبی اور ثقافتی اعتبار سے یہ ایک مضبوط زبان ہے۔ اور سندھیوں کے کلچر اور تہذیب و تمدن کی مظہر ہے (8)۔ صوبہ پنجاب کے رہنے والوں کی مادری زبان پنجابی ہے اور پنجاب کا لوک ورثہ (9) اس زبان میں محفوظ ہے (10)۔ اگرچہ پنجاب میں اردو کی جڑیں (11) بھی بے حد مضبوط ہیں۔ اردو پاکستان کے طول و عرض (12) میں بولی اور سمجھی جاتی ہے (13)۔

Vocabulary

1. north west frontier province. 2. whose language. 3. inhabitants. 4. cultural 5. mirror. 6. cultural and creative efforts. 7. expression. 8. point of view. 9. folk heritage. 10. Is preserved. 11. roots of Urdu. 12. length and breadth. 13. Is spoken and understood.

EXERCISE 77

اس امر میں کوئی شک نہیں کہ موجودہ زمانے میں صنعتی اعتبار (1) سے بے حد ترقی ہوئی ہے لیکن اس ترقی کا ایک پہلو بے حد افسوسناک ہے کہ اس صنعتی اور مشینی دور (2) میں انسانی اور اخلاقی اقدار، مادہ پرستی (3) کے ہاتھوں بری طرح (4) اور مسلسل کمزور ہوتی جا رہی ہیں (5)۔ جدید عصری تقاضوں (6) کے تحت سائنس اور فنی تعلیم کا رجحان بڑھ رہا ہے۔ جس کے (7) منفی اثرات (8) بھی فطری طور (9) ظہور پذیر (10) ہو رہے ہیں۔ ان حالات میں انسانیت کی اعلیٰ اقدار (11) کو زندہ رکھنا ایک گھمبیر (12) مسئلہ اختیار کر گیا ہے۔ یہ درست ہے کہ سائنس اور ٹیکنالوجی کا مطالعہ ترقی کے اس دور میں ہمارے لئے ناگزیر (13) ہے اور اس کے مطالعہ کے بغیر ہم انفرادی طور پر اور بحیثیت قوم زندہ نہیں رہ سکتے لیکن یہ درست ہے کہ اعلیٰ انسانی اور اخلاقی اقدار کی عدم موجودگی میں ہم محض مادہ پرستی اور حیوانیت کا شکار (14) ہو کر رہ جائیں گے۔ ان حالات میں سائنس اور ٹیکنالوجی اور شعر و ادب میں امتزاج (15) پیدا کرنا وقت کی اہم ضرورت ہے۔

Vocabulary

1. from the Industrial point of view. 2. in this mechanical and Industrial age. 3. human and moral values. 4. at the hands of materialism. 5. are weakening . 6. under the modern trends. 7. whose. 8. negative efforts. 9. naturally. 10. coming into action 11. keep alive. 12. complex. 13. essential. 14. a victim of materialism and animalism. 15. blend.

EXERCISE 78

زندگی کے نشیب و فراز (1) میں ایسے لمحات (2) بھی آتے ہیں جب انسان بالکل ناامید (3) ہو جاتا ہے۔ اسے ہر طرف اندھیرا ہی اندھیرا نظر آتا ہے اس کے مقابلے کی سکت (4) ختم ہو جاتی ہے۔ یہ بات انسان کی عظمت کے خلاف ہے۔ دنیا میں جتنی بھی ترقی ہوئی ہے (5) وہ اس عظمت و ہمت کا نتیجہ ہے جو اللہ نے انسان کو عطا فرمائی (6) ہے۔ انسان کو چاہئے کہ کبھی حوصلہ نہ ہارے (7) بلکہ ہمت سے کام لے اور مردانہ (8) وار ناکامیوں کا مقابلہ کرے اور اللہ کی رحمت (9) اور بخشش پر یقین رکھے۔ اللہ ایسے انسان کو کبھی مایوس نہیں کرے گا (10)۔

Vocabulary

1. ups and downs of life. 2. such moments. 3. is fully disappointed. 4. power of resistance. 5. all the progress that man has made 6. which God has bestowed on man. 7. lose heart. 8. with manhood. 9. on the mercy and blessing. 10. does not disappoint.

Key to difficult Sentences:

☆ دنیا میں جتنی بھی ترقی ہوئی ہے وہ اس عظمت اور ہمت کا نتیجہ ہے جو اللہ نے انسان کو عطا کی۔

"All the progress of the world is the result of the greatness and courage which God has bestowed upon man.

☆ کبھی حوصلہ نہ ہارے بلکہ ہمت سے کام لے اور مردانہ وار ناکامیوں کا مقابلہ کرے اور اللہ کی رحمت اور بخشش پر یقین رکھے۔

(یہ تمام فقرے فعل مضارع کے ساتھ تعلق رکھتے ہیں۔ ان فقروں کے آخر میں "کرے۔ مرے۔ سوئے۔ رہے۔" وغیرہ آتے ہیں۔ ان کا ترجمہ Should اور فعل کی پہلی فارم لگا کر کریں۔

EXERCISE 79

سب جانتے ہیں کہ فوجوں کی لڑائی آفت (1) ہے لیکن اس زمانے میں جنگ ایسی ہولناک (2) نہیں رہی جیسی پہلے تھی۔ آج کل فوج جب کسی مہم (3) پر روانہ ہوتی ہے (4) تو اس کے ساتھ ضروری سامان کے علاوہ بہت سے ڈاکٹر اور تیماردار عورتیں (5) ہوتی ہیں۔ جنگ کے موقع پر جہاں فوج ڈیرے ڈالتی ہے (6)۔ وہاں شفاخانے (7) بھی قائم ہو جاتے ہیں (8)۔ لڑائی میں سپاہی زخمی ہوتے ہیں تو انہیں ڈولیوں (9) میں اٹھا کر شفاخانوں میں پہنچا دیتے ہیں (10)۔ ان زخمیوں کی تیمارداری (11) بڑی ہمدردی اور توجہ سے کی جاتی ہے۔

Vocabulary

1. terrible. 2. horrible. 3. adventure. 4. set out. 5. nursing women 6. set up camp. 7. dispensaries. 8. set up. 9. dollies. 10. are transported. 11. treatment or nursing.

Key to difficult Sentences:

☆ جنگ ایسی ہولناک نہیں رہی جیسے پہلے تھی۔ (So کے بعد As لگا کر ترجمہ کریں)

☆ انہیں ڈولیوں میں اٹھا کر شفاخانوں میں پہنچا دیتے ہیں
("کر" والے فقرے کو دو حصوں میں تقسیم کریں)

☆ انہیں ڈولیوں میں اٹھایا جاتا ہے اور شفاخانوں میں پہنچایا جاتا ہے۔
(Passive Voice استعمال کریں)

EXERCISE 80

پچھلے دس بارہ سالوں میں عالم اسلام پر یکے بعد دیگرے کئی مصیبتیں نازل (1) ہوئی ہیں۔ کشمیری عوام اور فلسطینی عرب (2) تو ظلم کی چکی میں پس (3) ہی رہے تھے۔ اب افغانستان، ایران، کویت، سعودی عرب اور عراق بھی میدان کارزار (4) میں تبدیل ہو گئے ہیں جہاں اس صدی کی خوفناک ترین (5) جنگیں لڑی گئیں۔ حملہ آور (6) چاہے غیر ملکی (7) تھے یا مسلمان ہمسائے، نقصان ہر حالت میں امت مسلمہ کا ہی ہوا (8) ہے۔ کاش! کہ ہم سمجھ سکیں کہ ہنود اور یہود (9) کبھی بھی ہمارے خیر خواہ (10) نہیں ہو سکتے اور ہمیں اپنے اختلاف (11) رواداری (12) اور باہمی مشاورت (13) سے طے کرنا چاہئیں۔

☆ حملہ آور چاہے غیر ملکی تھے یا مسلمان۔

* Whether the invaders were foreigners or the Muslims.

"چاہے" کا ترجمہ Whether سے کرتے ہیں اور Whether کے بعد ہمیشہ Or استعمال کرتے ہیں۔ مزید فقروں کے لئے Lesson No 34 اور Exercise No 59-

☆ کاش! کہ ہم سمجھ سکیں کہ ہندو اور یہود کبھی بھی ہمارے خیر خواہ نہیں ہو سکتے۔

* **Would that** we had understood that the Hindus and the Jews could not be our friends.

("کاش" کے لئے Would that لگائیں)
Would that کے بعد Past Simple یا Past Perfect لگائیں۔

Vocabulary

1. many calamities have visited. 2. the Arabs of Pakistan. 3. have been the victims of cruelty. 4. have turned into battlefields. 5. the most terrible war. 6. invaders. 7. foreigners. 8. the Muslim world always suffered the losses. 9. Hindus and Jews. 10. well wishers. 11. differences. 12. tolerance. 13. mutual understanding.

EXERCISE 81

کسی بھی نوجوان کے ذہن میں یہ خیال نہیں آتا (1) کہ اسے مرجانا ہے (2)۔ اسے یہ یقین ہے (3) کہ دوسرے لوگ مرجائیں گے یا اسے اس حقیقت (4) سے بھی اتفاق ہو سکتا ہے کہ انسان فانی ہے (5) مگر وہ انفرادی طور (6) پر اپنے آپ کو قائل (7) نہیں کر سکتا۔ جوانی کی بڑھاپے اور موت کے ساتھ مکمل مخاصمت (8) ہوتی ہے۔ غالباً موت کے خوف کا بہترین علاج (9) یہ خیال ہے کہ جس طرح کسی چیز کا آغاز (10) ہے اسی طرح اس کا انجام بھی (11) ہے۔ ایک وقت وہ بھی تھا (12) جب ہم موجود نہ تھے اور اس امر سے ہمیں کوئی تشویش (13) نہیں ہوتی تھی۔ لہٰذا ہم خواہ مخواہ کیوں پریشان ہوں کہ ایک وقت ایسا بھی آئے گا جب ہم نہ ہوں گے مجھے تو ایسی کوئی حسرت (14) نہیں کہ سو سال پہلے میں زندہ ہوتا (15) اس لئے جب میں سو سال بعد نہ ہوں گا تو مجھے افسوس بھی نہیں ہونا چاہئے (16)۔

Vocabulary

1. this idea does not occur. 2. has to die. 3. he believes. 4. agrees to this belief that. 5. mortal. 6. individually. 7. convince. 8. at war. 9. overcome the fear of death. 10. beginning. 11. end. 12.there was time. 13. not worried. 14. longing 15. had been alive. 16. should not feel sorry.

EXERCISE 82

مشینوں نے ہمیں ان دو چیزوں سے محروم (1) کر دیا ہے جو یقیناً انسانی مسرت (2) کے اہم اجزاء (3) ہیں۔ یہ بے ساختگی (4) اور تنوع (5) ہیں۔ مشینوں کی اپنی رفتار ہے اور اپنے مطالبات ہیں۔ وہ شخص جس کے پاس ایک قیمتی مشین ہے، اس امر پر مجبور (6) ہے کہ اسے چلا کر رکھے جذبات کے لحاظ (7) سے جو مشین میں سب سے زیادہ معیوب چیز ہے وہ اس کی باقاعدگی (8) ہے اور یقیناً اس کے برعکس مشین کے نقطہ نظر سے جذبات پر جوب سے بڑا اعتراض (9) ہو سکتا ہے وہ ان کی بے قاعدگی (10) ہے چنانچہ ان لوگوں پر جو اپنے آپ کو سنجیدہ سمجھتے ہیں جب مشین حاوی ہو جاتی ہے تو وہ انسان کی بہترین تعریف اس انداز سے کرتے ہیں گویا اس میں مشینی خصوصیات ہوں۔ مثلاً یہ کہ وہ قابل اعتماد (11) وقت کا پابند (12) اور قطعی درست (13) ہو وغیرہ وغیرہ۔ چنانچہ ایک "غیر متوازن (14)" یا نشیب و فراز (15) والی زندگی بری زندگی کے ہم معنی بن کر رہ گئی ہے۔

Vocabulary

1. have deprived us. 2. human happiness. 3. important elements. 4. spontaniety. 5. variety. 6. is forced. 7. from the point of view fo emotions. 8. regularity. 9. the greatest objection. 10. regularity. 11. trust worthy. 12. punctual. 13. accurate. 14. unbalanced. 15. life of ups and downs. 16. has become synonymous with bad life.

Key to difficult Sentences:

☆ مشین کے نقطہ نظر سے جذبات پر جوب سے بڑا اعتراض ہو سکتا ہے وہ ان کی بے قاعدگی ہے۔

*From the point of view of machines, the great objection which can be raised on emotion is their irregularity.

"چنانچہ ان لوگوں پر جو اپنے آپ کو سنجیدہ سمجھتے ہیں جب مشین حاوی ہو جاتی ہے۔"

(اردو کو صحیح ترتیب سے لکھیں۔ پہلے فاعل لکھیں)

☆ جب مشین ان لوگوں پر حاوی ہو جاتی ہے جو اپنے آپ کو سنجیدہ سمجھتے ہیں تو وہ انسان کی تعریف اس انداز سے کرتے ہیں۔

* When the machine dominates those people, who consider themselves serious, they talk about man in such a way as if he had machine like qualities.

EXERCISE 83

بچے کی تعلیم و تربیت گھر سے شروع ہوتی ہے۔ اس لئے والدین کا یہ فرض اولین (1) ہے کہ وہ اپنے بچے کے سامنے مثالی کردار (2) کا نمونہ پیش کریں۔ اچھے طور طریقوں (3) کو اپنائیں۔ اس بات کو ہمیشہ ذہن میں رکھیں کہ بچے روزمرہ زندگی میں ان کے کردار کی نقل (4) ضرور کرتے ہیں۔ اس لئے انہیں چاہئے کہ وہ بچوں کے سامنے نرم دلی (5) اور سلیقہ شعاری (6) کا مظاہرہ کریں اور روزمرہ کے معاملات میں دیانتداری اور سچائی سے کام لیں۔ ہر ایک کے ساتھ خندہ پیشانی (7) سے پیش آئیں۔ یہ وہ اوصاف ہیں جو ایک عظیم اور ہر دل عزیز شخصیت کی تعمیر میں نمایاں حصہ لیتے ہیں (8)۔ بعض والدین خیال کرتے ہیں کہ یہ صرف استاد کا فرض ہے کہ وہ عمدہ اخلاقی کردار کا مظاہرہ کرے اور اس سلسلے میں تمام ذمہ داری کو محسوس نہیں کرتے (9) حالانکہ بچوں کی تعلیم و تربیت کے سلسلے میں تمام ذمہ داری استاد پر ہی عائد نہیں ہوتی بلکہ اس تربیت میں استاد اور والدین دونوں برابر کے حصہ دار ہیں (10)۔

Vocabulary

1. foremost duty. 2. ideal character. 3. good manners. 4. Imitate. 5. soft feelings. 6. accomplishment. 7. cheerfully. 8 play an active part. 9. do not realize their responsibility. 10. equal partners.

Key to difficult Sentences:

۱۔ وہ اپنے بچوں کے سامنے مثالی کردار کا نمونہ پیش کریں۔

۲۔ اچھے طور طریقے اپنائیں۔ (فعل مضارع)۔ ترجمہ کرتے وقت Should اور پہلی فارم لگائیں۔
اس پیراگراف میں زیادہ تر فقرے "فعل مضارع" سے تعلق رکھتے ہیں اس لئے ان کا ترجمہ فعل مضارع کے لحاظ سے کریں۔ (مزید Lesson No 29)

EXERCISE 84

تاج (1) ایک بہت قدیم چیز (2) ہے اور اس کا پہننا امتیازی نشانی خیال (3) کیا جاتا ہے (4) قدیم زمانہ میں جب کہ انسان وحشیانہ زندگی (5) بسر کرتا تھا اور لباس کا استعمال بھی بہت زیادہ نہ جانتا تھا۔ اس وقت قوم کا سردار (6) کسی درخت کی لچک دار شاخ (7) بمعہ پتوں اور پھولوں کے حلقہ بنا کر اپنے سر پر رکھا کرتا تھا (8) افغانیوں میں دستور تھا کہ جو شخص کوئی بڑا معرکہ سر کر کے آتا ہے، کھجور کی شاخ (9) اپنے سر پر لگا لیتا تھا۔ بعض مؤرخین (10) کا خیال ہے کہ سب سے پہلے جس نے تاج پہنا وہ بابل کا بادشاہ نمرود (11) تھا۔ ایرانیوں کی تاریخ میں (12) لکھا ہے کہ ہوشنگ بادشاہ نے سب سے پہلے جڑاؤ تاج (13) سر پر رکھا اور اس کے بعد جس قدر بادشاہ ہوئے انہوں نے یہ طریقہ رکھا (14) کہ اپنے تاج میں کوڑیاں لگاتے تھے اور ہر سال کوڑیاں (15) بڑھاتے رہتے تھے جس سے معلوم ہوتا تھا کہ تخت نشین (16) اتنے سال ہوئے ہیں (17)۔

Vocabulary

1. crown. 2. ancient thing. 3. mark of distinction. 4. Is considered. 5. savage life. 6. leader of the tribe or nation. 7. flexible branch. 8. placed on his head. 9. palm branch 10. historian 11. Nemrud. 12. in the history of Persia. 13. decorated crown. 14. adopted this method or carried on this practice. 15. conch shell. 16. indicated the period of their kingship. 17. years.

Key to difficult Sentences:

☆ اس وقت بھی قوم کا سردار کسی درخت کی لچک دار شاخ بمعہ پتوں اور پھولوں کے حلقہ بنا کر اپنے سر پر رکھا کرتا تھا۔
فقرے کو دو حصوں میں تقسیم کریں (اس وقت بھی قوم کا سردار کسی درخت کی لچک دار شاخ کا بمعہ پتوں اور پھولوں کے حلقہ بناتا اور اپنے سر پر رکھا کرتا تھا۔)

* At that time, the leader of the tribe made a circle of a flexible branch of tree with its flowers and leaves and placed it on his head.

☆ اس کے بعد جس قدر بادشاہ ہوئے۔

* All the kings who lived in the world.

EXERCISE 85

حکومت کا ایک بہت بڑا فرض (1) یہ ہے کہ لوگوں کو روزمرہ (2) ضرورت کی چیزیں (3) ملتی رہیں اور کسی کو ان کے حاصل کرنے میں تکلیف (4) نہ اٹھانی پڑے۔ کھانے پینے (5) اور پہننے کی چیزوں (6) کی پوری نگرانی نہ (7) کی جائے تو سرمایہ دار لوگ (8) نفع کے لالچ (9) میں عوام کے لئے مصیبت (10) بن جاتے ہیں۔ عوام کو اس قسم کی تکلیفوں سے بچانے کے (11) لئے حکومتیں بعض اوقات راشن بندی (12) کا انتظام جاری کر دیتی ہیں۔ ہندوستان میں یہ بندوبست سب سے پہلے سلطان علاؤالدین خلجی نے جاری (13) کیا تھا جو حد درجہ کامیاب رہا۔

Vocabulary

1. duty of government. 2. daily provisions of life. 3. should be available. 4. bear pain. 5. edible things. 6. stuff of wearing. 7. are not watched properly. 8. capitalists. 9. tempted by profit. 10. become troublesome. 11. save the people. 12. adopt rationing system. 13. the sysem was adopted.

Key to difficult Sentences:

☆ کسی کو ان کے حاصل کرنے میں تکلیف نہ اٹھانی پڑے۔ (فعل مضارع Should لگا کر ترجمہ کریں)

EXERCISE 86

یہ وطن عزیز (1) صرف اس لئے قائم نہیں ہوا (2) تھا کہ مسلمانوں کو کچھ وزارتیں (3) اور عہدے (4) مل جائیں بلکہ اس کو حاصل کرنے کا مقصد یہ تھا کہ اس ملک میں اسلام کے اصولوں کے مطابق (5) ایک نظام قائم ہو۔ یہاں ایک ایسی حکومت بنے جو اپنے ذاتی مفاد (6) کو عام مسلمانوں کی فلاح و بہبود (7) کے لئے قربان کر دے (8) اور انہیں اس قابل بنائے (9) کہ وہ اس دور میں اپنی اسلامی شخصیت کو نمایاں (10) کر کے دنیا کو بتا سکیں کہ اسلام ایک جامع (11) نظام زندگی ہے جو ہر دور میں ہر ملک کے مناسب حال (12) ہے اور بنی نوع انسان کو ترقی کی ان راہوں پر (13) چلنے کے قابل بناتا ہے جو انسان کے شان شایاں ہیں (14)۔

Vocabulary

1. dear Fatherland 2. was not established 3. ministeries 4. offices 5. according to the code of Islam 6. personal interest 7. welfare 8. sacrifice 9. enable 10. make prominent 11. comprehensive 12. fulfils the needs of every period 13. on the ways'of progress 14. befitting to man.

Key to difficult sentences:

☆ مسلمانوں کو کچھ وزارتیں اور عہدے مل جائیں۔ (فعل مضارع Should لگا کر ترجمہ کریں۔)

EXERCISE 87

لوگ گھروں میں ناشتہ کیوں نہیں بناتے؟ (1) بڑھتی ہوئی بیماریوں (2) کے اس زمانے میں (3) جبکہ ہر بیماری کی بنیادی وجہ (4) مرچ مصالحوں والے کھانے (5) اور مرغن غذائیں (6) ہیں۔ ذرائع (7) ابلاغ لوگوں کو باخبر (8) بھی رکھتے ہیں۔ کہ کھانے پینے میں بد احتیاطی (9) ہی زیادہ تر امراض کی وجہ ہے۔ تو لوگ کیونکر بازار کے کھانے کو ترجیح (10) دیتے ہیں؟ سڑکوں کے کنارے چھوٹے بڑے ہوٹلوں کے باہر فٹ پاتھوں پر سٹول پر بیٹھ کر دھول مٹی پڑے کھانے (11) کھانا کیوں پسند کرتے ہیں۔ کھلے عام بکنے والی پوریاں حلوے (12) صحت کے اصولوں کے کس قدر منافی ہیں (13) ہیں۔ لیکن اس کے باوجود (14) یہ سب چیزیں لوگ کھاتے ہیں آخر کیوں؟

اس میں کوئی شک نہیں کہ ہر علاقے کے پہننے اوڑھنے سے لے کر کھانے پینے تک اپنے رسم و رواج (15) ہوتے ہیں لیکن صحت کے اصول ہر انسان کے لئے ایک سے ہیں۔ چاہے (16) وہ کسی بھی ملک یا علاقے سے تعلق رکھتا ہو۔

Vocabulary

1. prepare breakfast 2. increasing ailments 3. in this age 4. basic / fundamental 5. spicy food 6. rich food 7. mass media 8. keep aware 9. irregularity 10. dusty food 12. openly sold alva and poori 13. against the laws of health 14. inspite of this. 15. from the wearing of clothes to the eating habits 16. however he may belong to.

Key to difficult sentences :

☆ پھر لوگ کیونکر بازار کے کھانوں کو ترجیح دیتے ہیں؟

*Why do the people prefer the foods of bazaar?

(Do ضرور لگائیں۔ سوالیہ فقرہ ہے)

EXERCISE 88

قومی خودمختاری (1) اور سلامتی (2) کو درپیش خطرات (3) سے عہدہ برآ ہونے (4) کی صورت تو یہی ہے کہ ہم غیروں پر (5) تکیہ کرنے (6) کی عادت ترک کریں۔ پاکستان کو عالم اسلام اور عالم انسانیت کے لئے واقعی تجربہ گاہ بنائیں (7) اور عالم اسلام کی رہنمائی کا فریضہ انجام دیں۔ (Should لگائیں) اپنے فیصلے خود کرنے اور دوسروں کی ڈکٹیشن (8) قبول نہ کرنے (9) کا وطیرہ اپنائیں۔ (Should لگائیں) اور چادر دیکھ کر پاؤں پھیلانے (10) اور روکھی سوکھی کھانے کا آبرومندانہ شعار (11) اپنائیں۔ (Should لگائیں) یہ فیصلہ کریں کہ پاکستان کسی کا پٹھو (12) اور کٹھ پتلی (13) نہیں بنے گا ہم حقیقی معنوں میں ایک آزاد اور خودمختار ملک کے طور پر اپنا کردار ادا کرنے کا عزم کریں (14)۔

Vocabulary

1. national autonomy 2. security 3. danger 4. shoulder 5. foreigners 6. depending 7. laboratory 8. dictation 9. accept 10. cut your coat according to your clothes 11. should live 12. surrogate 13. puppet 14. determine.

Key to difficult sentences :

☆ پاکستان کو عالم اسلام اور عالم انسانیت کے لئے واقعی تجربہ گاہ بنائیں۔ (فعل مضارع)۔
☆ اس طرح کہ تمام فقروں کا ترجمہ Should اور پہلی فارم کے ساتھ کریں۔
(پیراگراف کے آخر تک تمام فقرے فعل مضارع میں ہیں۔)

EXERCISE 89

کیوں صاحب (1) روٹھے ہی (2) رہو گے یا منو گے (3) بھی؟ اور اگر کسی طرح نہیں منتے تو روٹھنے کی وجہ (4) تو لکھو۔ میں اس تنہائی میں صرف خطوں کے بھروسے (5) جیتا ہوں یعنی جس کا خط آیا میں نے جانا (6) کہ وہ شخص تشریف آیا۔ خدا کا احسان (7) ہے کہ کوئی دن ایسا نہیں ہوتا (8) جو اطراف و جوانب (9) سے دو چار خط نہ آتے ہوں۔ بلکہ ایسا بھی ہوتا ہے کہ دو دو بار ڈاک کا ہرکارہ (10) خط لاتا ہے ایک دو صبح ایک دو شام کو میری دل لگی (11) ہو جاتی ہے۔ دن ان کے پڑھنے اور جواب لکھنے میں بیت (12) جاتا ہے یہ کیا سبب ہے کہ؟ (13) دس بارہ دن سے تمہارا خط نہیں آیا یعنی تم نہیں آئے۔

Vocabulary

1. sir 2. will you remain annoyed? 3. be pleased 4. cause of annoyance 5. live on 6. I understand. 7. it is kindness of God. 8. there is not any such day, when. 9. from all corners of the world. 10. postman. 11. my time is spent in ease 12. is spent. 13. what is the reason?

Key to difficult Sentences:

☆ اگر کسی طرح نہیں منتے۔

* If you are not pleased.

"یعنی جس کا خط آیا۔ میں نے جانا کہ وہ شخص تشریف لایا۔"
(یعنی جس کا خط آتا ہے۔ میں سمجھتا ہوں کہ وہ شخص خود تشریف لاتا ہے)

* Whose letter comes, I understand that he has come himself.

EXERCISE 90

جو لوگ خود غرض (1) ہیں محض حصول زر کے لئے کوشاں (2) رہتے ہیں ان کا نظریہ صرف (3) پیسہ ہوتا ہے۔ چاہے رشوت (4) سے حاصل کریں یا ملاوٹ (5) سے، ذخیرہ اندوزی (6) سے یا سمگلنگ (7) سے یا غلط ذرائع (8) سے۔ پیسے کمانے والے ملک کے دشمن ہیں، عوام کے قاتل (9) ہیں۔ یہ لوگ وطن کے غدار (10) ہیں۔ ننگ وطن (11) ہیں یہ ناقابل معافی ہیں (12)۔ ہر محب وطن (13) کو ان پر کڑی نظر رکھنی (14) چاہئے ہر ممکن کوشش کی جائے کہ ان کی حوصلہ افزائی نہ ہو (15)۔

Vocabulary

1. selfish. 2. they hanker after wealth. 3. their aim of life is . 4. bribery. 5. adulteration. 6. hoarding. 7. smuggling. 8. by foul means. 9. killers. 10. traitors. 11 curse to society. 12. unpardonable. 13. patriot. 14. watch them closely. 15. should not be encouraged.

EXERCISE 91

بادل گرجا (1) بجلی چمکی، (2) بوندیں ٹپکیں، (3) اور موسلا دھار بارش (4) ہونے لگی۔ اولے پڑنے لگے (5) اور ہر طرف پانی ہی پانی ہوگیا۔ پہاڑوں سے پانی کا سیلاب اترا (6) اور اس شدت (7) سے بڑھا کہ گوالے (8) کی ساری گائیں اور جو کچھ گھر میں جمع (9) تھا، بہا کر لے گیا (10)۔ اب گوالے کے پاس نہ گائیں تھیں، نہ نقدی (11) وہ پریشان (12) تھا اور گھبراہٹ میں ہر شخص سے کہتا تھا، معلوم نہیں اتنا پانی کہاں سے آ گیا۔ ایک شخص نے سنا تو کہا یہ وہی پانی ہے جو تم دودھ میں ملایا کرتے تھے۔ (13)۔

Vocabulary

1. the cloud thundered. 2. It was lightning. 3. It began to drizzle. 4. heavily. 5. It began to hail. 6. flood. 7. force. 8. milkman. 9. whatever was in the house. 10. swept away. 11. cash. 12. worried. 13. added into milk.

Key to difficult Sentences:

☆ یہ وہی پانی ہے جو تم دودھ میں ملایا کرتے تھے۔

* This is the same water as you added into milk.

(Same کے بعد Which مت لگائیں بلکہ as لگائیں)

اب گوالے کے پاس نہ گائیں تھیں نہ نقدی۔ * (Use Neither.......... nor)

EXERCISE 92

بدر کے مقام (1) پر مسلمانوں اور قریش (2) کے درمیان ایک زبردست لڑائی (3) ہوئی۔ جسے قرآن مجید میں "فیصلہ کا دن" (4) کہا گیا ہے (5) اس لئے کہ اس دن حق اور باطل (6) کے درمیان قطعی فیصلہ ہوگیا۔ مسلمان تین سو سے کچھ زیادہ اور قریش ایک ہزار سے کم (7) نہ تھے۔ مسلمانوں کے پاس جنگ کا سامان (8) بھی بہت کم تھا۔ قریش کے پاس نہ دولت کی کمی (9) تھی نہ ساز و سامان کی۔ سب سے بڑی بات (10) یہ تھی کہ مسلمان لڑائی کے لئے تیار ہو کر نہیں آئے تھے۔ بدر کا معرکہ دنیا کی تاریخ میں بڑی سے بڑی جنگ سے زیادہ اہمیت (11) رکھتا ہے۔

Vocabulary

1. at the place of Baddar. 2. Quraish. 3. a fierce battle was fought. 4 day of Decision. 5. has been called. 6. right or wrong. 7. were not fewer than. 8. weapons for the battle. 9. dearth. 10. the major thing was. 11. holds greater significance than the greatest battle of the world.

Key to difficult Sentences:

☆ قریش کے پاس نہ دولت کی کمی تھی نہ ساز و سامان کی۔ (Use Neither...... nor)

EXERCISE 93

دنیا میں ایسے آدمی بہت کم (1) ہوتے ہیں جن کے سامنے کوئی بلند مقصد (2) ہو اور وہ اس کی خاطر اپنی جان تک بھی قربان کر دیں (3)۔ ایسے ہی آدمیوں سے قوموں کی تاریخ بنتی ہے۔ ٹیپو سلطان شہید کا شمار ایسے انسانوں (4) میں ہوتا ہے وہ کہا کرتے تھے کہ "شیر کی زندگی کا ایک دن گیدڑ کی ایک سو سال سے بہتر ہے" (5) یہ مقولہ (6) بالکل درست ہے۔ انسان کے لئے یہی لازم ہے (7) کہ شیر کی طرح زندگی بسر کرے اور اللہ کے سوا نہ ڈرے (Should لگائیں) اور ملک کے دشمن کے سامنے چٹان کی طرح جم جائے۔ (Should لگائیں) (8)۔

Vocabulary

1. are very few people. 2. who have some great aim. 3 sacrifice their lives. 4. is counted among such men. 5. lion's one day life is better than of jackal's hundred years. 6. maxim. 7. essential for man. 8. face the enemy like a rock.

EXERCISE 94

گذشتہ کئی سالوں (1) سے چیزوں کی قیمتیں آسمان کی طرف رواں دواں ہیں (2) چونکہ میں یہ حقیقت دل سے تسلیم کر چکا ہوں (3)۔ مہنگائی (4) مجھے پریشان (5) نہیں کرتی بلکہ جب کسی چیز کی قیمت کچھ دنوں بعد نہیں بڑھتی تو میں پریشان ہو جاتا ہوں قیمت کا یہ ٹھہراؤ (6) غیر فطری (7) سا لگنے لگتا ہے۔ جب قیمتوں میں اضافہ ہونے لگتا (8) ہے تو دل کو قرار آجاتا ہے (9)۔ خدا کرے اس اضافے میں مزید اضافے جاری رہیں (10)

Vocabulary

1. curse their fate. 2. without making movement. 3. a great fortune will come to hand. 4. thought. 5. negative. 6. become a source of misery. 7. constructive work. 8. believe. 9. depend on (انحصار کرنا)

EXERCISE 95

اسلام کی تعلیم (1) بہت سادہ۔ اس میں اونچ نیچ (2) اور رنگ کی کوئی تمیز نہیں۔ سب انسانوں کو برابر سمجھا جاتا ہے۔ (3) انسان کی برتری کا معیار (4) یہ نہیں ہے کہ وہ کس رنگ کا ہے ؟ کس خاندان میں پیدا ہوا؟ (5) صرف پاکیزہ اخلاق (6) اور نیک اعمال (7) کو بڑائی کی بنیاد (8) مانا جاتا ہے (9)۔ باہمی محبت (10) اور رواداری پر (11) خاص زور دیا جاتا (12) ہے۔ توحید کا عقیدہ (13) اسلام کی روح (14) ہے۔

Vocabulary

1. teaching. 2. class distinction. 3. are understood equal. 4. the standard of superiority. 5. is born 6. Good manners. 7. good deeds. 8. the foundation of superiority. 9. Is considered. 10. mutual love. 11. tolerance. 12. are given importance. 13. the creed of oneness. 14. soul of Islam.

EXERCISE 96

درویش (1) اللہ سے محبت کرتا ہے۔ اسے دنیاوی آسائشوں (2) کی فکر نہیں ہوتی (3)۔ اس لئے وہ ان کی پرواہ نہیں کرتا (4)۔ وہ زندگی کو ایک امتحان (5) سمجھتا ہے (6) اور ہر وقت اللہ سے دعا کرتا ہے وہ اس میں کامیاب ہو (7)۔ وہ یہ بھی جانتا ہے کہ کامیابی صرف اللہ ہی دیتا ہے۔ اس کا دل ہر وقت اللہ کے ذکر میں (8) لگا رہتا ہے۔ اس لئے وہ ہمیشہ نیکی کی طرف راغب رہتا ہے (9)۔ اللہ کا ذکر دل کو سکون (10) دیتا ہے درویش ہماری محبت کا طلبگار (11) رہتا ہے۔

Vocabulary

1. a holy man or Dervaish 2. worldly comforts. 3. does not give any importance.4. car for . 5. trial. 6. Considers. 7. may succeed 8. in the rememberance of God. 9. is devoted to goodness. 10. give pace. 11. craves for our love.

EXERCISE 97

ایک زمانہ تھا جب جاپان میں بھی ہماری طرح سے مشترکہ خاندانی نظام تھا جہاں دادا دادی اور دوسرے رشتہ دار مل جل کر رہتے تھے۔ ایک دوسرے پر مکمل اعتماد اور محبت کی فضاء میں بچوں کی پرورش کرتے تھے۔ جس کی وجہ سے بچوں میں خود اعتمادی تو پیدا ہوتی ہی تھی۔ ان کا ذہن بھی ہمیشہ مثبت انداز میں سوچتا تھا۔ وہاں اپنے مسائل اپنی تکلیف والدین اور دیگر اہل خانہ کے ساتھ مل کر حل کرتے تھے۔ جس کی وجہ سے ان میں تحفظ کا احساس پیدا ہوتا تھا۔ لیکن جیسے جیسے ملک ترقی کرتا گیا لوگوں کے پاس وقت کم ہوتا گیا۔ مغربی اقدار نے اپنے پنجے گاڑنے شروع کر دیئے اور معاشرہ متاثر ہونے لگا۔

EXERCISE 98

انٹرنیٹ کی آمد کے ساتھ ہی دنیا سمٹ کر ایک گاؤں کی شکل اختیار کر گئی ہے۔ آج انٹرنیٹ ہر شخص کو اس کی ضرورت کے مطابق معلومات فراہم کرتا ہے۔ ماہرین کے مطابق اب کوئی شعبہ ایسا نہیں جس کے متعلق انٹرنیٹ پر معلومات دستیاب نہ ہوں۔ پہلے تو انٹرنیٹ کو صرف اور صرف تعلیم اور حکومتی ادارے ہی استعمال کرتے رہے مگر اب ہر شعبے کے لوگوں نے اسے استعمال کرنا شروع کر دیا ہے۔ انٹرنیٹ کوئی خاص پروگرام نہیں ہے یہ لاتعداد کمپیوٹروں کے درمیان ایک مضبوط الحاق ہے، جس کے ذریعے لاتعداد افراد معلومات کا تبادلہ کرتے ہیں۔

EXERCISE 99

پاکستان کی 40 فیصد سے زائد آبادی صحت کی بنیادی سہولیات سے محروم ہے۔ ادویات کی مہنگائی نے صحت کے معاملات کو مزید خراب کر دیا ہے۔ لوگوں کی ایک بڑی تعداد مہنگائی کی وجہ سے اپنا علاج نہیں کروا سکتے اور جان سے ہاتھ دھو بیٹھتے ہیں۔ عام ڈاکٹر کی فیس غریب آدمی کی پہنچ سے باہر ہے۔ ہسپتال کی سہولتیں بہت ہی کم ہیں اور ہسپتالوں کی ادویات دکانوں پر بکتی ہیں۔ ایک اچھی حکومت کے فرائض میں شامل ہے کہ وہ عوام کو صحت کی سہولتیں فراہم کرے۔

EXERCISE 100

پرانے وقتوں میں تعلیم کی کمی تھی اور جہالت زیادہ تھی۔ جس کی وجہ سے لوگ توہمات پر یقین رکھتے تھے اور جادو اور علم نجوم کا سہارا لیتے تھے۔ لیکن مقام حیرت ہے آج کے تعلیم یافتہ اور سائنسی دور میں جادو ٹونہ پامسٹری اور علم نجوم وغیرہ کا سیلاب آیا ہوا ہے۔ پڑھے لکھے اور سمجھ دار لوگ بھی ان نجومیوں، پامسٹوں اور کالے علوم کے ماہر حضرات کے جال میں پھنسے ہوئے ہیں۔ اخبارات میں ان کے اشتہارات کو پڑھ کر حیرت ہوتی ہے۔ کسی اشتہار میں نام نہاد عامل کا دعویٰ ہوتا ہے کہ ہر کام گھر بیٹھے 24 گھنٹے میں کیا جاتا ہے۔ تو کسی میں من پسند شادی کا خواب دکھایا جاتا ہے۔ اس کاروبار کے پھیلنے کی وجہ اسلام سے ہماری دوری ہے۔

(P.U. 2003- Group-II)

EXERCISE 101

کسی قوم کی قوت کا راز اس کے افراد پر منحصر ہوتا ہے۔ ہر پاکستانی کو چاہیے کہ وہ خود کو ایک عظیم ملک کا اچھا شہری ثابت کرے۔ سپاہی، تاجر، ملازم اور سب سے بڑھ کر طلباء کیلئے لازم ہے کہ ملکی ترقی کیلئے کوشاں رہیں۔ قائداعظم نے اپنی اکثر تقاریر میں طلباء کو نصیحت کی ہے کہ وہ نظم و ضبط کو اپنا شعار بنائیں۔ خود کو تعلیم سے آراستہ کرنے میں دن رات ایک کر دیں۔ اس طرح وہ ملک کو پیش آنے والے مسائل سے عہدہ برا ہو سکیں۔

EXERCISE 102

مسلمانوں کی تاریخ کے ایک نازک موڑ پر سرسید احمد نے قوم کی راہنمائی کا فریضہ سنبھالا۔ انہوں نے مسلمانوں کو جدید تعلیم سے لیس کرنے کیلئے علی گڑھ کالج کی بنیاد رکھی۔ وہ اکثر کہا کرتے تھے کہ قوم کی فلاح تعلیمی ترقی سے ہی ممکن ہے۔ کانگریس وجود میں آئی تو انہوں نے حالات کا جائزہ لے کر مسلمانوں کو مشورہ دیا کہ اس سیاسی جماعت سے الگ رہیں اور اس کے مطالبات کی تائید نہ کریں۔

EXERCISE 103

ہم پاکستانی نوجوان ہیں۔ ہمیں چاہیے کہ محنت کریں اور پوری دیانت داری سے اپنا کام کریں۔ اپنے وطن کیلئے اور اہل وطن کیلئے ایسا کام کریں کہ جو کوئی ہمیں دیکھے ہماری تعریف کرے۔ وقت آنے پر ہم اپنے وطن کی خاطر اپنی جان کی بازی لگانے کیلئے تیار ہو جائیں۔ اور دشمن کے ناپاک ارادوں کو خاک میں ملا دیں۔ اس طرح دنیا پر ثابت کریں کہ پاکستان کے باشندے ایک زندہ قوم ہیں اور وطن عزیز کی خاطر بڑی سے بڑی قربانی سے بھی دریغ نہیں کرتے۔

EXERCISE 104

تعلیم اور تفریح کے ایک اہم ذرائع کی حیثیت سے ٹیلی ویژن کی افادیت اور اہمیت محتاج بیان نہیں۔ لیکن ٹیلی ویژن کی قیمت بہت زیادہ ہے۔ اس کے باوجود اس کی مقبولیت میں کمی نہیں۔ اس سے نئے ٹیلی ویژن سٹیشن قائم کرنے کے ساتھ ساتھ حکومت کو یہ بھی کوشش کرنی چاہیے کہ وہ کسی اچھی غیر ملکی کمپنی کے ساتھ تعاون سے پاکستان میں سیٹ اسمبلی کرنے کا کارخانہ لگائے۔ تاکہ غریب بھی اسے خرید سکیں۔

EXERCISE 105

مغرب میں جمہوریت اس طرز حکومت کو کہتے ہیں جہاں آزادی، مساوات اور اخوت ہو۔ اس میں طاقت کا سرچشمہ عوام کے منتخب نمائندے ہوتے ہیں۔ اسلامی جمہوریت کا تصور اس سے کہیں زیادہ بلند ہے۔ اس میں اصل حاکمیت اللہ تعالیٰ کی ہے اور بنیادی قوانین قرآن حکیم میں واضح کر دیے گئے ہیں۔ ان قوانین میں کوئی رد و بدل نہیں کیا جا سکتا۔ عوام کے نمائندے صرف وہی قوانین نافذ کرتے ہیں جو قرآن و سنت کی روشنی میں بنائے گئے ہوں۔

EXERCISE 106

جمہوری نظام حکومت میں عوامی خواہشات اور امنگوں کے مطابق فیصلے کیے جاتے ہیں۔ اس نظام حکومت میں انتخابات کے ذریعے عوام کی رائے معلوم کی جاتی ہے۔ انتخابات سے قبل تمام سیاسی جماعتیں اپنے اپنے منشور کا اعلان کرتی ہیں جس میں عوامی بہبود کے منصوبے شامل ہوتے ہیں۔ انتخابات سے جمہوری ادارے مضبوط ہوتے ہیں۔ پاکستان میں جمہوریت ارتقائی عمل سے گزر رہی ہے۔

EXERCISE 107

23 مارچ 1940ء کو ٹھیک اس جگہ جہاں آج مینار پاکستان کھڑا ہے بہت سے مسلمان رہنما ایک بہت بڑا فیصلہ کرنے کے لئے جمع ہوئے تھے۔ وہ لوگ اپنے وطن کو انگریزوں سے آزاد کرانا چاہتے تھے وہ غلامی کی زندگی سے تنگ آ چکے تھے۔ وہ آزادی حاصل کر کے اپنے وطن میں اپنی حکومت قائم کرنا چاہتے تھے۔

EXERCISE 108

ہر قوم کے لئے اپنے تہوار ہوتے ہیں وہ انھیں اپنے طریقے سے مناتی ہے۔ ان میں سے کچھ تہوار مذہبی نوعیت کے ہوتے ہیں۔ جنہیں قومیں اپنے مذہبی عقیدت و احترام سے مناتی ہیں۔ اس طرح قوموں اور ملکوں کی تاریخ میں کچھ دن خاص اہمیت کے حامل ہوتے ہیں۔ تہوار کے طور پر بڑے جوش و خروش سے مناتی ہیں۔ ان دنوں کے منانے کا مقصد اپنے ماضی سے رشتہ قائم رکھنا اور ان واقعات کی یاد تازہ رکھنا ہے۔

EXERCISE 109

موجودہ دور میں مسلمانوں کی سیاسی اور معاشی پسماندگی کی سب سے بڑی وجہ ان کے حصول علم پر توجہ نہ دینا ہے۔ اگرچہ مسلمان ممالک کے پاس دولت کے انبار موجود ہیں مگر ان کے پاس قابل ذکر یونیورسٹیاں موجود ہیں۔ ہمیں اس بات کو اچھی طرح سمجھ لینا چاہیے کہ صرف کھوکھلی نعرہ بازی سے مغربی تہذیب کا مقابلہ کرنا ممکن نہیں۔ اس کے لئے ہمیں اپنے معاشروں کو مضبوط علمی بنیادوں پر کھڑا کرنا ہوگا۔

EXERCISE 110

اس کے بعد میری کوشش ہوتی کہ میں قائداعظم کی خدمت میں نہ جاؤں۔ کیونکہ جونہی وہ مجھے دیکھتے انھیں کوئی نہ کوئی سرکاری کام یاد آ جاتا۔ ۱۰ ستمبر کو انھوں نے مجھے کوئٹہ طلب فرمایا اور پوچھا "کیا کوئی ضروری کاغذ دکھانا چاہتے ہو؟" میں نے عرض کیا "نہیں جناب"۔ ساتھ ہی میری آنکھوں سے آنسو نکل آئے۔ میں نے سوچا اس حالت میں انھیں ملک کا اتنا خیال ہے۔ (P.U. 2016 G-I)

EXERCISE 111

کچھ لوگوں نے وطیرہ بنایا ہوا ہے کہ وہ ہر آن، مختلف حیلوں بہانوں سے پاکستان پر تنقید کرتے ہیں اور اس کا موازانہ مغرب سے کر کے ہمیں یہ بتانے کی کوشش کرتے ہیں کہ ہم جدید دنیا سے کتنا پیچھے رہ گئے ہیں۔ بعض اوقات تنگ آ کر میں ان بڑے لوگوں سے کہتا ہوں "حضور آپ مغرب میں ہی تشریف لے جائیے۔ پاکستان جیسا غریب ملک آپ جیسی بڑی شخصیات کی میزبانی نہیں کر سکتا۔" (P.U. 2016 G-II)

EXERCISE 112

اللہ تعالیٰ نے پاکستان کو معدنی دولت سے مالا مال کیا ہے۔ ضرورت اس امر کی ہے کہ ہم ان معدنیات کو کان کنی کے ذریعے زمین سے باہر نکال کر ان سے مصنوعات بنائیں اور عالمی منڈیوں میں بیچ کر زرمبادلہ کمائیں۔ اسی طرح زرعی اجناس برآمد کرنے کی بجائے ان سے مصنوعات تیار کر کے برآمد کیا جائے تاکہ زیادہ قیمت وصول ہو اور روزگار کے مواقع بھی بڑھ سکیں۔ مگر مصنوعات تیار کرتے وقت عالمی معیار، انفرادیت اور جدت کو بھی مدنظر رکھنا ہوگا تاکہ ہم خود انحصاری حاصل کر کے اپنے پیروں پر کھڑے ہو جائیں۔ معاشی طور پر مضبوط اور خوشحال پاکستان ہی جناح اور اقبال کے نظریہ خودداری کی تعبیر ہے۔ (P.U. 2017)

EXERCISE 113

روشنی کا کیا ہے؟ کبھی جلتی ہے کبھی بجھ جاتی ہے کیونکہ روشنی آگ کا حصہ ہے۔ انسان نے ہمیشہ اجالے کی تمنا کی ہے اور روشنی کی تلاش میں طویل سفر کیا ہے۔ اس زمانے میں ہر جگہ روشنی ہے۔ سڑکوں پر مکانوں اور بازاروں میں روشنی ہے لیکن بعض لوگوں کا خیال ہے کہ جو روشنی دل میں ہے اسے کوئی بجھا نہیں سکتا اکثر اوقات بازار روشن ہوتے ہیں لیکن دل بجھ جاتے ہیں۔ دل تو سمندر سے گہرے ہوتے ہیں اور دلوں میں چھپے بھید کون جان سکتا ہے۔ دلوں کو روشن کرنے کے لیے اللہ کے کلام اور محمد ﷺ سے رہنمائی حاصل کرنا ہوگی۔ (P.U. 2017 G-II)

CHAPTER 8

Dialogue-Writing

PART - A

Definition and characteristics of a good dialogue:

Dialogue is a conversation between two or more persons. Dialogue writing is a useful form of composition since it enables a student to express his views in a natural and colloquial manner (روزمرہ کی). An average Pakistani student faces great difficulty in writing a dialogue since he does not have a chance to talk with English people. Moreover, he does not possess enough dramatic power to visualize a situation.

مکالمہ نگاری کا مطلب دو یا دو سے زیادہ شخصوں کے درمیان گفتگو ہے۔ مکالمہ نگاری ایک دلچسپ اور مفید فن ہے۔ کیونکہ اس سے طالب علم کو فطری اور روزمرہ زندگی میں استعمال ہونے والی زبان میں اپنے خیالات کے اظہار میں مدد ملتی ہے۔ ایک اوسط درجے کے طالب علم کے لئے مکالمہ نگاری کا فن اس لئے مشکل ہوتا ہے کہ اسے عام زندگی میں اہل زبان کے ساتھ انگریزی بولنے کا موقع نہیں ملتا۔ مزید برآں اس کے پاس مناسب ڈرامائی قوت نہیں ہوتی۔ جو اسے کسی صورت حال کو تصور میں لانے میں مدد دے سکے۔

Dialogue-Writing is a lively Art:

Dialogue-Writing is a lively art. One should write as one speaks. When one speaks with a friend or an acquaintance (شناسا), one does not speak in a polished or sophisticated (تکلفات) style. There should be life in one's speech.

Qualities of good dialogue:

A good dialogue has the following qualities:

(1) Conversational language:

A good dialogue must have natural and conversational language. The students should not use learned words, strange idioms or long quotations in a dialogue.

Example:

Hamid: (Rising). Hello Saleem ! so glad to see you. Won't take a chair?

Saleem: (Sitting). I just dropped in to wish a farewell to you to the foreign land. Are you leaving to London tomorrow?

Hamid: Yes; I am bound for London tomorrow. It is so kind of you to come here and congratulate me on my success.

The language used in the conversation mentioned above is quite natural, convincing and simple.

(2) Liveliness:

A good dialogue must be lively and forceful. In order to make a dialogue forceful and lively, we must take care of these things.

(a) **We must introduce digressions (گریزات) and side issues in our dialogue.** **Suppose** two friends are discussing the weather. If we make them talk about the weather all the times, the dialogue will grow dull. **Introduce little bits of digressions.** Allow the two characters to shoot off to other topics now and then.

(b) **There should be plenty of interruptions and jerks. One should not always finish one's sentence before another begins.**

Example:

Saleem: Hello Hamid ! bothering about the books as usual, come man, shut up your books and come. Let us go out to the garden, it is a fine weather.

Hamid: I am sorry, I cannot do that. The examination is drawing so near and I want to utilize every minute I can get for study.

Slaeem: Oh ! Hang all examinations. It has started raining outside. The clouds have gathered on the sky. It is a lovely sight to enjoy.

Hamid: Rains have always spoiled my sense of joy and humour. Last year my uncle slipped on a road during a rainy day and died by accident. Since then, I always hated rains.

Saleem: Strange are the ways of God to man. Man is helpless before his destiny.(قسمت) We should not blame' weather for it.

Hamid: That may be so, but this idea has clung to my mind.

Slaeem: I wonder, how superstitious (توہم پرست)you are ! You must come out to enjoy the beauty of thick dark clouds and light showers. You will soon be relieved of your sick ideas.

Hamid: Oh ! well; Your point of view is decidedly convincing and natural. I must come out to share your company.

(The dialogue on weather deals with digression when Hamid talks about the death of his uncle. Digression does not mean that the main topic should be out of mind.)

(موسم کے متعلق اس مکالمے میں حامد اپنے چچا کی موت کا ذکر کرتا ہے۔ اس تذکرے سے مکالمہ یکسانیت کے بوجھ سے بچ جاتا ہے) روزمرہ زندگی میں بھی ہم گفتگو کرتے وقت ایک موضوع پر ہی بات نہیں کرتے۔ بلکہ اس کے متعلق دوسرے موضوعات بھی زیر بحث رہتے ہیں۔

(3) **The gestures and movements of the speaker must be indicated.** When a man talks he does not talk with his tongue only. **His whole body talks.** He makes easy, explanatory uneasy gestures (مضطرب اشارے) . He walks with his feet. He nods ([illegible]) his head and makes movemnents with his hands.

Example:

Bano: Dear, I am so thankful, your have come ! I was worried that you might be delayed due to the huge volume of traffic.

Siama: (Sitting in the chair), How could I forget your birthday? I was late because dear mother fell ill all at once. How comfortable and cosy your room is. I wish I could have one such in my house.
(With radiation of joy on her face)

Bano: Thank you, for your liking of my room. Please, take this chair, that one is not comfortable. (She points out to an arm chair covered with black satin)
The gestures and movemnents make the dialogue lively.

(4) **The tones of the various speakers voice should be indicated if possible.** This will add realism and liveliness to the dialogue. In written speech, we cannot hear the speakers. So the tone of their voices should be indicated, so that we may understand the spirit of the dialogue more clearly.

Example:

Hamid: Oh, bad luck ! "You failed once again". Destiny has played havoc with you.

Ahmad: Oh,no, I do not curse my fate. I did not work hard this time to deliver any good in the examination.

Hamid: Um ! very good of you to say so, Your approach towards life is realistic and impartial (غیر جانبدارانہ).

Note: The use of the word' Oh; 'bad luck', 'Oh, no' and 'Um' add to the realism of the dialogue.

(5) **Dramatic Interest:**

One should make one's dialogue dramatic and this can be done by adding a good deal of human interest to it. In other words, the characteristics, mannerism, or peculiarities of every speaker be hinted at. The language spoken by a tonga wala, a farmer and a labourer must be different from that of a scholar and a doctor. The dialogues spoken by them must reveal the character or personality of the speaker.

Example:

Master: Hang the almarah. You must have misplaced it. Did you not stuff the clothes, dishes and books in the wardrobe in haste on the arrival of the guest last night?

Servant: No, sir, not at all, sir ! I did not keep them in the wardrobe.

Master: (Withe face hot red with anger) Be off, from here. You are a scoundrel of the blackest dye (بدترین کے بدمعاش ہو) You have always deprived me(محروم کیا ہے) of my good and costly things.

Servant: Pardon me sir, be kind to search your book once again.

(The conversation given above clearly shows the personality of the servant and the master.)

(b) Qualities of a good dialogue

اچھے ڈائیلاگ کی خوبیاں:-

(۱) اچھے ڈائیلاگ میں تحریری انگریزی کی بجائے روزمرہ بولنے والی انگریزی لکھی جاتی ہے۔ مکالمہ میں فقرے ہمیشہ چھوٹے چھوٹے لکھنے چاہئیں۔ کیونکہ گفتگو میں بہت کم لوگ لمبے فقرے استعمال کرتے ہیں۔ مکالمے میں فقروں کا بے ساختہ ہونا لازمی ہے۔ کتابی انگریزی لکھنے سے تحریر میں بناوٹ اور تصنع پیدا ہو جاتا ہے۔

(۲) ایک اچھے ڈائیلاگ کے مکالمے پر اثر اور پر کشش ہونے چاہئیں۔ مکالموں کو پر اثر اور پر تاثیر بنانے کے لئے مکالموں کی یکسوئی ختم کر کے ان میں ضمنی موضوعات داخل کریں۔ ڈائیلاگ کے اصل موضوع سے ہٹ کر چند جملے ایسے تحریر کریں۔ جن کا اصل موضوع سے تعلق تو ہو۔ لیکن وہ براہ راست اس سے متعلق نہ ہوں۔ اس طرح سے ڈائیلاگ کی یکسانیت کو ختم کیا جا سکتا ہے۔

(۳) ایک اچھے ڈائیلاگ میں بولنے والے کی حرکات وسکنات کو ضرور درج کریں۔ جب کوئی شخص بات کرتا ہے تو اس کی آنکھیں اس کے ہاتھ اور اس کے جسم کے باقی اعضاء اس بات چیت میں حصہ لے رہے ہوتے ہیں۔ وہ بات چیت کرتے وقت سر ہلاتا ہے۔ اس کی آنکھوں میں غصہ وغم اور پریشانی کا اظہار ہوتا ہے۔ بعض اوقات وہ بے چینی کے عالم میں گھومتا پھرتا ہے اور بات چیت میں حصہ لیتا ہے۔

(۴) ڈائیلاگ میں حصہ لینے والے مختلف کرداروں کے لب ولہجہ کا اظہار اگر ممکن ہو کر دینا چاہئے۔ لب ولہجہ کے اظہار سے گفتگو میں تازگی اور شگفتگی پیدا ہوتی ہے۔ تحریری زبان کو پڑھتے وقت ہمیں بولنے والے کے چہرے کے تاثرات کا علم نہیں ہوتا۔ ان کو بولتے ہوئے نہیں دیکھ سکتے۔ لیکن ڈائیلاگ اور مکالمہ نگاری میں یہ ضروری ہے کہ ہم بولنے والے کے تاثرات قلم بند کریں۔ بولنے والے کے فقروں سے ہمیں پتہ چلنا چاہئے کہ آیا کہ وہ غصے میں بول رہا ہے' خوش ہے' افسردہ ہے' قسم کھا رہا ہے' یا بددعا دے رہا ہے۔

(۵) ایک اچھے مکالمے میں ڈرامائی عنصر کا موجود ہونا ضروری ہے۔ مکالموں کی ادائیگی سے ہمیں پتہ چلتا ہے کہ بولنے والی شخصیت کیسی ہے۔ کس قسم کے لوگ ڈائیلاگ میں حصہ لے رہے ہیں۔ ایک پروفیسر اور سبزی فروش کی گفتگو میں فرق ہونا چاہئے۔

(۶) ایک ہی وقت میں ایک شخص کی زبان سے زیادہ فقرے ادا کرنا ایک اچھے ڈائیلاگ کے معیار کو متاثر کرتا ہے۔ تھوڑی دیر بعد دوسرے شخص کو بھی موقع دینا چاہئے۔

(۷) مکالمے میں **Inverted Commas** استعمال کرنے غیر ضروری ہیں۔

(۸) مکالمے کو شروع میں ابتدائیہ **(Introduction)** لکھنا ضروری نہیں۔ فوراً لکھنا شروع کر دیں۔

(۹) گفتگو سے ظاہر کریں کہ بولنے والوں میں کیا رشتہ ہے۔ اور وہ کون سے موضوع پر گفتگو کر رہے ہیں۔

(۱۰) ڈائیلاگ امتحانی پرچے کے کم از کم تین صفحات پر مشتمل ہونا چاہئے۔ اس سے زیادہ ہو جائے تو کوئی حرج نہیں۔

(۱۱) ڈائیلاگ کی زبان سادہ لیکن گرامر کے اعتبار سے درست ہونی چاہئے۔

(C) How to write a good dialogue

The dialogues are of two kinds:

(a) Dialogue dealing with controversial subject (متنازعہ موضوع).

(b) Dialogue dealing with interest and shared interest.

Before writing any type of dialogue, the following thing must be noted down:

(1) Think little over subject. If it is controversial subject (قابلِ بحث) , jot down on a piece of paper., the pros and cons of that subject. One speaker should represent one point of view and the other speaker sholuld oppose him. **Arrange the pros and cons** (خلاف اور حق میں دلائل) carefully. If the subject is just an interesting topic of discussion, jot down the point you are going to deal with.

ڈائیلاگ لکھنے سے پہلے موضوع پر اچھی طرح سوچیں۔ اگر کوئی ڈائیلاگ متنازعہ یا قابل بحث موضوع سے تعلق رکھتا ہے۔ تو اس کی حمایت اور مخالفت میں جانے والے تمام نکتوں کو علیحدہ لکھ لیں۔ ڈائیلاگ میں بولنے والا حمایت میں بات کرے اور دوسرا مخالفت میں۔ مخالف اور حق میں اپنے جانے والے دلائل کو خوب اچھی طرح سمجھ کر لکھیں۔ اگر ڈائیلاگ میں کوئی متفقہ موضوع زیر بحث ہو تو اس سے متعلقہ تمام دلائل کو کاغذ پر لکھ لیں اور دونوں بولنے والوں پر تقسیم کر دیں۔

(2) **Think out the character of each of your speakers.** Do not let the characters of your dialogue turn out to be mere talking machines. Each man should be given some mannerism or peculiarities. To do this, you must have in your mind a clear idea of the way in which each character is to express his views. For instance, a scholar, a poet or a professor will definitely speak in a different way from a labourer and a servant.

ڈائیلاگ لکھتے وقت ڈائیلاگ کے کرداروں کی شخصیت کا اظہار ان کے بولے ہوئے جملوں سے کریں۔ ایک پروفیسر، عالم یا شاعر کی گفتگو مزدوروں کی گفتگو سے مختلف ہونی چاہیے۔

(3) **Do not make a dialogue the monopoly of one speaker.**

ڈائیلاگ میں ایک کردار کو دوسروں پر فوقیت نہیں دینی چاہیے۔ دونوں کو بولنے کے لئے مناسب وقت دیں۔

(4) **Let one speaker sometime interrupt the other in real conversation.** One person sometimes interrupts (مداخلت کرنا) the other, or breaks in on what he is saying of such interruptions are sparingly used. They add to its naturalness.

عام گفتگو میں ایک شخص بعض اوقات دوسرے شخص کی گفتگو کو کاٹ دیتا ہے۔ آپ بھی ایسا کر سکتے ہیں۔ اس طرح سے ڈائیلاگ میں حسن اور بے ساختگی پیدا ہو سکتی ہے۔

(5) **Use, exclamatory words in your dialogues.**

- **Surprise:** (حیرانی کو ظاہر کرنے والے الفاظ)
  My word ! Good Heavens ! "You do not say so", Really?" "Well"
- **Pleasure:** (خوشی کو ظاہر کرنے والے الفاظ)
  "How nice", "Splendid", "Excellent", "Well done!", "Good, very good", "Wonderful".
- **Anger or Iritation:** (غصے کو ظاہر کرنے والے الفاظ)
  "Confound it" (خدا غارت کرے) "Bother", "Hang it" (ستیاناس ہو) "My God! ".
- **Request:**
  Pray, sir, please; Well, Sir; That's all right; Yes, of course; Thanks, sorry; Good luck to you.
- **Sorrow:**
  Ah; I am afraid; Curse it.

(6) **Begin your dialogue in an interesting way so that the reader's attention may be caught from the start. The conversation should lead to some definite conclusion. It should not end abruptly.**

ڈائیلاگ کو دلچسپ انداز میں شروع کریں تاکہ پڑھنے والے کو شروع سے ہی متوجہ کر سکے۔ ڈائیلاگ کو ایک دم مت ختم کریں۔ بلکہ گفتگو کو کسی منطقی انجام پر لے جا کر ختم کریں۔

(d) Solved Dialogues

Examples of some important dialogues:

(1) Write an imaginary dialogue between two friends, one of whom is about to leave England, for further studies. OR

A dialogue between two friends, one friend is going to England for higher studies.

We should introduce those things only which two friends, one of whom is about to leave for England, are likely to discuss. One will certainly wish the other a good air flight and success. We should introduce movements and gestures and indicate tones.

اس ڈائیلاگ میں مندرجہ ذیل باتوں کو ذہن میں رکھیں۔

(۱) اس ڈائیلاگ میں ایک دوست دوسرے کے گھر جا کر اسے اعلیٰ تعلیم کے حصول کے سلسلے میں لندن جانے پر مبارک باد دے گا۔ ہمیں مبارک باد والے جملے لکھنے ہوں گے۔ بعد ازاں وہ محفوظ سفر کے متعلق اچھے جذبات کا اظہار کرے گا۔ دونوں دوست پرانی یادوں کو تازہ کریں گے۔ وہ اعلیٰ تعلیم کے بارے میں گفتگو کریں گے۔ وہ ایک دوسرے کے ساتھ خط و کتابت کے ذریعے آپس میں رابطہ رکھنے کے بارے میں عہد کریں گے۔ آخر میں وہ رخصت ہونے والے دوست کی کامیابی پر دعا گو ہوگا۔

Ashraf: (Rising) Hello, Hamid, so glad to see you. Won't you take a chair.

Hamid: (Sitting) I just dropped in to wish you a good journey to London. Are you leaving for London tomorrow?

Ashraf: No, I shall leave for London after a few days. Some of the formalities for air travel are yet to be executed. It is kind of you to drop in.

Hamid: That's all right. But what have you decided after all? would you do Ph.D. in English at London or take up some higher course in Business Management? (Looking around) What a comfortable room you have?

Ashraf: Thank you for your appreciation of my room. Father wants me to try for Ph.D. in English but I am really interested in M.B.A.

Hamid: Oh, well, you cannot disagree that Ph.D. in English will give you better chances of employment. Though you are quite well-off, but one has to think of this aspect of the problem too.

Ashraf: You are correct in your views. I shall try to do both the courses. I am not interested to come back to the country soon. Father wants to see me as qualified a man as possible.

Hamid: That is a good idea. If you do the courses, you are sure to get an honourable job.

Ashraf: I think so, too.

Hamid: I hope, you will see all the important places of London and let me know through correspondence about the beautiful sights of city.

Ashraf: Yes, of course, I shall have enough time and opportunity to see the beautiful and historical places of London. I shall try to share my experience of visiting those places with you through letters. I may also send you the snaps of those places.

Hamid: Lucky man, I wish I had your means to go about as I liked ! You must be feeling very excited and all that !.

Ashraf: Of course, I am very excited these days. But sometimes, I become a little sad on the poor health of my mother. She is not particularly well these days. It is very painful to leave her in that condition.

Hamid: Oh, no, you should not worry about her health. She would recover soon by the grace of God. You should not feel worried about her. You can visit your house during every summer vacation.

Ashraf: Surely, I have decided to come back to my house during summer vacation.

Hamid: I hope you must write to your old friends, during your stay in London.

Ashraf: Certainly, you will definitely get my letters regularly. But why are you getting up?

Hamid: I should not take your time any more. You must be busy packing things now. Well, I wish you the best of luck.
Good bye.

Ashraf: Thank you. Good bye. (They shake hands.) **(P.U. 2014 Group-I)**

2. A dialogue between two girls on the choice of profession.

Salma: How are you? I am very happy to meet you today. Do you know that the result of B.A. examination is going to be out tomorrow.

Najma: I am quite well. Yes, I have also read in the newspaper that the result of B.A. examination is being announced by the University tomorrow. How many marks do you expect to get in the examination.

Salma: Well, I attempted all the papers quite well. I hope to get very good marks. What have you decided to become after passing the examination.

Najma: I also hope to get very good marks. There is not much to be decided in my case. My father wants me to become a teacher. I am also interested in teaching. I shall get admission to the teacher's training college at Lahore.

Salma: Do you think you will like teaching?

Najma: It is not much a case of likes or dislikes. My parents are my well wishers and they have chosen for me a good profession. I also like teaching. Teaching is a noble profession. Would you like to become a teacher.

Salma: I also like teaching but I am not interested to become a teacher. I have neither the patience (صبر) nor the knowledge to become a good teacher.

Najma: This is a truthful admission of facts on your part. I appreciate ([illegible]) this habit of yours. What would you like to become in your future life.

Salam: I want to do M.B.A. I am interested to do job in a bank.

Najam: This is a good idea. Your father is a leading businessman of the city. YOu can get the job in a good bank without much difficulty.

Salma: No, I do not depend on the efforts of my father in getting a job. You know, I am a hard working and painstaking (محنتی) girl. I depend on my ability. I hope to get the job on merit.

Najma: Merit system in Pakistan has failed. However, a few talented students get a job on the basis of good education. You must do your M.B.A from some foreign country.

Salma: I have chalked out a plan to go to the United States and obtain my degree of M.B.A from some prestigious (پروقار) University.

Najma: May you succeed in your plan. Please also pray for my welfare and prosperity (خوشحالی).

Salma: May God help all of us in building the future career. May Allah bless us with happiness, place and prosperity. (خوشحال)

3. A dialogue between two friends on city or village life

Aslam: Good morning Saleem, you are still in the city. I thought you had gone to the village.

Saleem: Well, I had a mind to go, but later on I changed my mind. I did not want to leave the comforts of city life.

Aslam: A village ___ a dull place? what do you say?

Saleem: Yes, you are right. I do not like village life. A village is a dirty place. We do not enjoy any comfort of life in a village. Human beings and animals live together in the same huts. They drink together at the same dirty pond. (تالاب)

Aslam: My friend, you are exaggerating (مبالغہ آمیزی کرنا) the whole issue. All the villages are not dirty. There are sanitary arrangements (صفائی کے انتظامات) in most of the villages. Clean and fresh water is available in most of them. There are schools and colleges in most of the villages. We also see health centres there.

Saleem: In cities we have more facilities (سہولیات) than in the villags. We live in better houses in the city. We have better means of communication. We travel faster in comfort. We have many entertainments and recreations. (مشاغل).

Aslam: You are not correct in your estimate of city life. In cities, you have crowded houses. You breathe in dirty and impure air. You get adulterated (ملاوٹ والا) food to eat.

Aslam: You are correct to some extent. But city life with all its shortcomings, has many merits. The great thinkers, scholars, scientists live in cities. You cannot boast of such things in the villages.

Saleem: You are right in your estimate of city life. But you must know that the people of the cities are selfish, cunning (مکار) and greedy. There is no love, no sympathy and no companionship in the city. The villagers are simple and sincere in their feelings and actions.

Saleem: Both city and village life have their own merits and demerits. However in modern age, city life has more allurements (کشش)and temptations.

I may like to visit your village in the summer vacation to form a correct view about village life.

Aslam: Welcome, your visit will be a great source of pleasure to all of us. We shall look forward to your visiting us.

4. A dialogue on Terrorism

Dialogue between two students on acts of terrorism going on the city OR Law and order situation of the city.

Aslam: Hello, Karim you are looking so pale and ghastly (خوفزدہ) Why is your face changing colours.

Karim: Oh, Aslam, I am not in my senses. I have just witnessed. (دیکھا ہے) and seen a bomb blast near the Jinnah Chowk.

Aslam: Very tragic and distressing (تکلیف دہ) indeed. The suicide bombers have infiltrated (داخل ہونا) into every city. They are causing a great loss to life and property.

Karim: I was standing at a distance of one hundred yard from the scene of occurence. (وقوعہ) With the explosion of the bomb, there was a great smash and the four storeyed building came to the earth like house of cards.

Aslam: How many lives were lost?

Karim: You know, there prevailed darkness all of a sudden. People rushed to the places of safety. There was great panic and confusion all around.

Aslam: Did the rescue forces reach there, or if the people are doing the rescue operation themselves?

Karim: The police, the firebrigade and other government agencies have cordoned off the area. There is great crowd of people at the place.

Karim: Oh, yes, when I went near the place, I found the road littered with (بکھری ہوئی) dead bodies of men, women and children. They were for crying help.

Aslam: Has the rescue operation started?

Karim: Yes, the army and policemen are removing the debris (ملبہ) with the help of modern machinery. The injured are being removed to the hospital. The dead bodies are being taken out of the debris.

Aslam: The terrorists are the enemies of the nation. By means of acts of destruction and violence, they are fufilling the mission of the enemy. We must curse them.

Karim: May God destroy and ruin them! They are the killers of innocent men and women. They must not be pitied.

Aslam: Let us pray for the security and safety of the country.

5. A dialogue between two citizens about the rising in prices of different things.

Akbar: Hello, Saleem you seem to be worried today. It is quite unusual to see yo uneasy and disturbed.

Saleem: Please, do not disturb me, I am worried about the economic future of ou country.

Akbar: Dear friend, shake off your anxiety. Let us have a walk of the garden. It is ver pleasant outside. It is drizzling(ہلکی بارش) outside.

Saleem: Damn this pleasant weather. One cannot enjoy good weather if he is unhapp

Akbar: What has made you unhappy and uncomfortable today?

Saleem: I came to buy a few provisions(اشیاء) of daily use for my kitchen, but I wa shocked to know that their prices had galloped(قلانچیں بھرنا) within a few days.

Akbar: Please, do not worry. The process of inflation is continuous and unending i our country. It will go on as long as our rulers are selfish and insincere.

Saleem: Hang these rulers! They are playing havoc(تباہی مچانا) with the happiness o everyone.

Akbar: Saleem, do not worry about weak economic condition of Pakistan. Inflatio has gripped every country. Even in India, the prices of things of daily use ar rising.

Saleem: Do not console me(بہلانا) with these sentimental arguments(جذباتی دلائل). How shall I run my kitchen when sugar, flour, ghee, vegetables; pulses and frui have gone up very high? I cannot live honourably with in my meager(قل income.

Akbar: You are very right in your point of view. But what a man of our status can d in such circumstances. We are to face the hardships of life.

Saleem: You must know that the prices of electricity and petrol are increased after every fifteen days. This has also worsened(بدتر کرنا) the situation.

Akbar: This is all due to our selfish and insincere rulers. They have introduced bad economic policies. The rich do not pay tax. It is only people belonging to middle class who pay the taxes.

Saleem: I appreciate your point of view. You have drawn a right conclusion that rising of prices is only due to the wrong and bad governance of our rulers.

Akbar: Now, let us move out and have a walk in the garden. It will lesson your anger and frustration(مایوسی).

6. Two persons on student's failure in the examination

Habib: Hello, Mumtaz! How do you do? Your are very particular about reading newspaper. Anything important?

Mumtaz: Thank you. I am quite well. Nothing very important. Intermediate results have been announced.

Habib: How does it go? Low as usual?

Mumtaz: Yes, only thirty three percent.

Habib: Quite expected. The teachers don't work and the boys fail in the examination.

Mumtaz: Do you mean that the teachers are responsible for the poor results?

Habib: Yes

Mumtaz: You are in the wrong. Teachers only teach; they cannot force the students to learn. You can take a horse to a pond, but cannot make him drink.

Habib: If the teachers work regularly and honestly, the result would definitely be better.

Mumtaz: Here you have ignored(نظر انداز کرنا) the students. The students are not studious in their work.

Habib: It's again the duty of the teachers to see whether the students pay attention to their studies or not. After all they are paid for that.

Mumtaz: You expect teachers to see that the students attend to their studies, but you forget the parents. If it is not parents duty to see that their children do what is good for them?

Habib: I agree but...............

Mumtaz: Let me finish. We do not find time for our children. We send them to school and think that we have nothing more to do. If parents cannot keep their children away from cinema houses, coffee houses, what can a teacher do? Parents cannot check their children from reading sick, vulgar(بازاری) and bad books. A student can read either his textbooks or the silly; romantic tales. He can either prepare for the examination or move in the city after girls. It is injustice to hold the teachers responsible for student's failure in the examination.

Habib: Your arguments are convincing. But teachers play a great rule in building a nation.

Mumtaz: Oh, yes, I do not ignore the role of teachers in nation building. But the students are mainly to blame for their poor.

Habib: I do agree with you. All of us must work bad to improve the result.

PART - B

With Hints-English and Urdu

A dialogue On Examination

7. Write a dialogue between two friends on examination:

حامد: اللہ کا شکر ہے (Thank God) کہ آج امتحان ختم ہو رہا ہے۔ میں تو امتحان دینے سے بیزار آ گیا ہوں۔ (I am sick of taking the examination)۔ عابد! بھلا امتحانات کا کیا فائدہ ہے؟

عابد: ہاں حامد میں بھی سوچتا ہوں (I too think) کہ امتحانات دردِ سر ہیں (are great nuisance)۔ صرف امتحانات کے لئے پڑھا جاتا ہے ورنہ علم تو بالکل حاصل نہیں ہوتا۔ ہمیں اکثر اوقات ناقابل ہضم مواد (Indigestible matter) اپنے ذہنوں میں ٹھونسنا پڑتا ہے (Stuff our brains with)۔ لیکن ہم ان سے چھٹکارا حاصل نہیں کر سکتے (do away with it)۔

حامد: ہاں میں بھی سوچتا ہوں کہ امتحانات ایک ناگزیر برائی ہیں۔ (necessary evil)۔

عابد: امتحانات طالب علم کی قابلیت جانچنے (Only test of man's ability) کا واحد طریقہ ہیں۔ آخر ہم طالب علم کی قابلیت (ability) اور کارکردگی (Performance) کو امتحانات کے بغیر کس طرح جانچ سکتے ہیں۔ (How can we test or ascertain) ایک طالب علم کو امتحان لئے بغیر اگلی کلاس میں کس طرح ترقی دے سکتے ہیں (promoted)۔

حامد: ہاں! تم ٹھیک کہتے ہو۔ لیکن امتحانات طالب علم کی قابلیت جانچنے کا صحیح آلہ نہیں ہیں۔ (are not a sure means to judge)۔ آپ رٹا لگا کر امتحان پاس کر سکتے ہیں۔ (by cramming) لیکن رٹا لگا کر امتحان پاس کرنا کوئی قابلیت تو نہیں۔ (cramming is not an index of a student's ability)۔ امتحان میں کامیابی کا دارومدار صرف محنت پر نہیں ہوتا۔ (Success in examination does not only depend on hard work)۔ بعض اوقات امتحان میں کامیابی کا دارومدار قسمت پر ہوتا ہے۔

عابد: یہ بات کسی حد تک صحیح ہے (True to some extent)۔ لیکن اعلیٰ امتحانات میں محنت کا ایک اپنا رول ہوتا ہے۔ (Plays its role) مقابلے کے امتحانات میں دماغی صلاحیتوں کو اہمیت دی جاتی ہے۔ (mental faculties)۔

حامد: سچی بات تو یہ ہے کہ میں آپ کے دلائل سے متفق نہیں ہوں۔

عابد: اچھا (very well)' کیا تم قابلیت جانچنے کا کوئی اور پیمانہ بتا سکتے ہو؟

حامد: نہیں میں ایسا تو نہیں بتا سکتا۔ لیکن امتحانات بالکل غیر ضروری ہیں۔ یہ یقینی طور پر (positively) نقصان دہ ہیں۔ یہ ناقابل برداشت (unendurable) ریاضت (drudgery) کا نام ہے۔ یہ طالب علموں کا خون چوس لیتے ہیں۔ (suck the blood)۔ اچھا تم ہی بتاؤ کہ یہ طالب علموں کی زندگی میں کونسی (what) تبدیلی پیدا کرتے ہیں۔ (change do they produce)۔ امتحانات کے قریب طالب علم کمزور ہو جاتے ہیں۔ ان کے چہرے زرد اور جسم ناتواں ہو جاتے ہیں۔ (their bodies are weakened)۔

عابد: ہاں تم ٹھیک کہتے ہو۔ طالب علم امتحانات کے نزدیک کمزور ہو جاتے ہیں۔ لیکن تمام طالب علم کمزور نہیں ہوتے۔ باقاعدہ محنت کرنے والے طالب علم (the regular sutdents) بیمار نہیں پڑتے۔ امتحانات انہیں نقصان نہیں پہنچاتے (do not hurt them)۔ کیونکہ وہ سارا سال ایک سسٹم کے تحت کام کرتے ہیں۔ (They work all the year methodically)۔

حامد: ہاں اگر امتحانات کی مداخلت نہ ہوں (do not interrupt us) تو ہم تعلیم کو تعلیم کی خاطر حاصل کرنے میں خوشی محسوس کریں۔

عابد: شاید ہی چند ایک طالب علم (a few students) امتحانات کے بغیر محنت کرنا پسند کریں۔ اگر طلباء کو پتہ ہو کہ انہیں امتحان نہیں دینا تو یقینی طور پر محنت نہیں کریں گے۔ امتحان کے ڈر کی وجہ سے (due to fear of examination) وہ محنت کرنے پر مجبور ہوتے ہیں (are forced to work hard)۔

حامد: ہاں تم ٹھیک کہتے ہو۔ ہماری گفتگو (discussion) سے یہ مسئلہ حل نہیں ہو سکتا۔ ہمیں چاہئے کہ آئندہ امتحان کے لئے تیاری کریں۔

8. A dialogue between a patient and a doctor. OR Write a dialogue between a patient and a doctor.

مریض: السلام علیکم ڈاکٹر صاحب!

ڈاکٹر: ہیلو اکرم! تم کیسے ہو؟ (How are you?)۔

مریض: میں پہلے سے بہتر ہوں۔ رات کو خوب نیند آئی۔ (I had a sound sleep)۔

ڈاکٹر: بہت اچھا (Good)، اب بخار کا کیا حال ہے؟

مریض: کل سہ پہر معمولی سا بخار تھا (slight temperature)۔ لیکن شام کو بخار کم ہو گیا۔ (subsided) رات تک (by night) میں نارمل تھا۔

ڈاکٹر: قبض (constipation) کا کیا حال ہے؟

مریض: قبض تو مجھے اب بھی ہے (I feel constipated still)۔ کل رات میں نے آپ کے مشورے (Advice) کے مطابق قبض کشا گولیاں لی تھیں (took laxative pills)۔ لیکن ابھی تک میں ٹھیک نہیں ہوں۔

ڈاکٹر: فکر نہ کرو۔ تم ٹھیک ہو جاؤ گے۔ کیا میں تمہاری نبض دیکھ سکتا ہوں؟

مریض: کیوں نہیں۔ (By all means)۔ (اپنا ہاتھ آگے بڑھاتا ہے۔)۔

ڈاکٹر: تمہاری نبض بالکل ٹھیک چل رہی ہے (quite normal)۔ یہ تھرمامیٹر لو۔ اسے اپنی زبان کے نیچے رکھو (Place it under your tongue)۔ شکریہ۔ اب تمہیں کوئی بخار نہیں۔

مریض: ڈاکٹر صاحب! میرا منہ کا ذائقہ کڑوا ہے۔ (Sour taste)۔

ڈاکٹر: تم جلدی ٹھیک ہو جاؤ گے۔ یہ معمولی بات ہے۔

مریض: ڈاکٹر صاحب! مجھے کمزوری بہت ہے۔ میرے سر میں درد ہے۔ (I have headache) میرے جسم کے ہر عضو میں درد ہے۔ (There is pain in every limb of body) میرا سر ہر وقت چکراتا رہتا ہے۔ (I feel dizzy)۔

ڈاکٹر: بخار کے بعد کمزوری ایک فطری بات ہے۔ تم جلد ہی مکمل طور پر ٹھیک ہو جاؤ گے۔ یہ دوائی لے لو۔ کہ تین خوراکیں ہیں۔ ان گولیوں کو بھی لے لو (take these tablets)۔ ہر تین گھنٹے بعد دوائی کی خوراک اور ایک گولی لے لو۔ کچھ دنوں کے لئے ٹھوس غذا (Solid food) مت لو۔ میں تمہیں ابلے ہوئے چاول کھانے (boiled rice) کے لئے مشورہ دوں گا۔

مریض: ڈاکٹر صاحب! بہت شکریہ۔ میں اب چلتا ہوں۔ آپ کی توجہ اور ہمدردی کا میں بہت مشکور ہوں۔

ڈاکٹر: دیکھو! ایک بات کا خیال رکھو۔ پرہیز علاج سے بہتر ہے۔ (Prevention is better than treatment) صبح سویرے اٹھو اور ہلکی ورزش کرو۔ متوازن خوراک (Moderate diet) کھاؤ اور رات کو جلدی سو جاؤ

مریض: ڈاکٹر صاحب شکریہ! میں دوائی کے کتنے پیسے دوں۔ (How much shall I pay)۔

ڈاکٹر: صرف بیس روپے۔

مریض: (پیسے دیتے ہوئے) شکریہ ڈاکٹر صاحب۔

9. A dialogue between a coolie and a passenger. OR Write a dialogue between a coolie and a passenger.

مسافر: ارے بھائی قلی! کہاں ہو؟ پہلے ہی سفر سے تھک چکا ہوں (fully tired with travelling)۔ اب سامان کون اٹھائے گا؟

قلی: جناب! میں حاضر ہوں۔ بتائیے کیا کام ہے؟

مسافر: ڈبے (Compartment) سے میرا سامان اتارو۔ میرا سامان بہت مختصر ہے۔ ایک اٹیچی کیس ہے۔ (Attache case) جو برتھ پر پڑا ہے (Is lying on berth) اور سفری بیگ سیٹ کے نیچے ہے۔

قلی: (گاڑی سے نیچے اتر کر) (alighting from the train) جناب! اپنے سامان پر ایک نظر ڈال لیں۔ کیا یہی آپ کا سامان ہے (Luggage)؟

مسافر: ہاں! بالکل یہی میرا سامان ہے۔ میری چھڑی (walking stick) اور تھرموس بوتل کہاں ہیں؟ وہ تو سیٹ پر ہی رہ گئی ہیں۔ جاؤ بھائی قلی۔ ٹرین چل پڑی ہے (The train is in motion) جلدی سے یہ اشیاء بھی لے آؤ۔

قلی: جناب! گاڑی نے رفتار پکڑ لی ہے۔ میں اب اپنی زندگی کو خطرے میں نہیں ڈال سکتا۔ (Cannot risk my life) میری طرف سے معذرت قبول کریں۔ (Please excuse me for non-compliance)۔

مسافر: تم عجیب احمق آدمی ہو۔ میرا اتنا نقصان ہوگیا۔ اوپر سے (Besides) تم بدتمیزی کر رہے ہو۔ (You are misbehaving)۔

قلی: جناب عالی! میں تو غریب آدمی ہوں۔ میں بھلا گستاخی کا کیسے تصور کر سکتا ہوں۔ جان سب کو پیاری ہوتی ہے۔ ان معمولی اشیاء کے لئے کوئی بھی اپنی زندگی کو خطرے میں نہیں ڈال سکتا۔

مسافر: تم باتیں زیادہ کرتے ہو۔ تمہیں لوگوں کی خدمت کے لئے (To serve people) سٹیشن پر ملازم رکھا گیا ہے۔ (You have been employed)۔

قلی: جناب! میں بھی آپ کی طرح انسان ہوں۔ غریب ہوں تو پھر کیا؟ (So what, if I am poor)۔ اپنے بیوی بچوں کا پیٹ محنت کر کے بھرتا ہوں۔ (I earn for my children by the sweat of my brow) جناب! آپ کو زبان سنبھال کر بات کرنی چاہیے۔ (Please hold your tongue)۔

مسافر: تمہیں علم نہیں کہ میں کون ہوں۔ میں جلد ہی تمہیں تمہاری بدتمیزی کا مزہ چکھا دوں گا۔ (I shall punish you for your misconduct)۔

قلی: ارے! میں نے بہت دیکھے ہیں آپ جیسے امیر زادے۔ غریب ہونا بھی اس ملک میں جرم ہو گیا۔ (Curse to be poor) میں آپ کا سامان نہیں اٹھاؤں گا اور نہ کسی اور کو اٹھانے دوں گا۔ (Will not let anybody lift it)۔

مسافر: (تھوڑا سا نرم پڑتے ہوئے (Softening a bit) ۔ اچھا بھائی میں اپنے الفاظ واپس لیتا ہوں۔ (take back my words)۔ میں تو غریبوں کی بہت عزت کرتا ہوں۔ سفر کی تھکان کی وجہ سے ذرا غصہ آ گیا تھا۔ (Travelling has irritated me)۔

قلی: آپ بلاوجہ مجھ پر ناراض ہو رہے ہیں۔ آپ کی تھرموس تو آپ کے گلے میں لٹک رہی ہے۔ اور آپ کی چھڑی بھی اٹیچی کیس (Attache case) کے ساتھ رکھی ہوئی ہے۔

مسافر: معاف کرنا۔ غصے میں مجھے کچھ نظر نہیں آیا۔ اب سامان اٹھاؤ۔ ہاں! کتنے پیسے لو گے؟

قلی: بیس روپے جناب۔

مسافر: ٹھیک ہے۔ اس کے علاوہ تمہیں انعام بھی دوں گا۔

قلی: شکریہ!

10. A dialogue between a tailor and a customer. OR

Write a dialogue between a tailor and a customer.

گاہک: (Customer) السلام علیکم! ٹیلر ماسٹر صاحب۔ آپ کیسے ہیں۔ آپ کی سلائی اور کٹائی کا بہت شہرہ ہے۔ (Cutting and stitching)۔

ٹیلر: شکریہ آپ کی عزت افزائی (Encouragement) کی بہت نوازش۔ آپ کام کو حسب منشا پائیں گے۔ (Satisfactory) میں آپ کا خادم ہوں۔ آپ نے کونسی شے سلوانی ہے۔ (What is your order)۔

گاہک: ہاں جناب! یہ رہا کپڑا۔ اس کا دو پیس (two -piece) سوٹ تیار کر دیں۔

ٹیلر: جناب! آج کل دو پیس کا رواج (Fashion) نہیں۔ عام طور پر لوگ تین پیس (Three-piece) سوٹ پسند کرتے ہیں۔ آپ تھوڑا سا مزید کپڑا لا دیں۔

گاہک: بہت بہتر ہے۔ میں کافی مدت سے سوٹ سلوا رہا ہوں (I am getting the suit stitched)۔ مجھے علم ہے کہ آج کل کیا رواج ہے۔ آپ بہتر جانتے ہیں۔

ٹیلر: ہم فیشن کے مطابق کپڑے سیتے ہیں۔ البتہ گاہک کی خوشی کا خیال رکھتے ہیں (We look to our client's pleasure)۔

گاہک: آپ تین پیس (Piece) سوٹ کی سلائی کا کیا لیتے ہیں (What do you charge)۔

ٹیلر: ہم عام طور پر تین ہزار روپے لیتے ہیں۔ لیکن چونکہ آپ ہمارے ہاں پہلی دفعہ آئے ہیں۔ اس لئے آپ کو گاہک بنانے کے لئے (In order to make you a permanent customer) پانچ سو روپیہ کم لیں گے۔

گاہک: بہت بہت شکریہ! آپ کتنے دنوں میں سوٹ تیار کر دیں گے؟

ٹیلر: صرف دس دن میں۔ آج کل کام کا رش بہت ہے (there is great rush of work)۔ پھر اچھی سلائی (good stitching) کے لئے کچھ معقول وقت (reasonable time) ضرور دیں۔

گاہک: دس دن تو بہت ہیں۔ مجھے تو اگلے سوموار کو ایک فنکشن میں جانا ہے (I have to attend a function)۔ کیا آپ اسے پانچ دنوں میں نہیں سی سکتے۔

ٹیلر: (سوچ کر) اچھا' پوری کوشش کروں گا۔ ایسے کاموں میں تیزی اچھی نہیں ہوتی۔ (It is bad to hurry with such things) اچھا لباس اچھی شخصیت کا آئینہ (Mirror or Index) ہوتا ہے۔ میں کوشش کرتا ہوں کہ لباس کو احتیاط سے تیار کروں۔ (Tailor the suit carefully) آخر کار ہمیں اپنی دکان کی ساکھ (Goodwill) بھی بہت پیاری ہے۔

گاہک: مجھے امید ہے کہ آپ وعدے کے مطابق مجھے سوٹ تیار کر دیں گے۔

ٹیلر: آپ ایک بات کی وضاحت کرتے جائیں (Explain one thing more) کیا آپ تنگ (Tight fit) سوٹ پسند کرتے ہیں یا ڈھیلا سوٹ (Loose fit)۔

گاہک: میں عام طور پر ڈھیلا سوٹ (Loose Fit) پسند کرتا ہوں۔ اس میں میں زیادہ آرام محسوس کرتا ہوں۔ ویسے آپ کا کیا خیال ہے؟

ٹیلر: میں ہمیشہ اپنے گاہکوں کی پسند کو ملحوظ خاطر رکھتا ہوں۔ (I always look to the choice and pleasure of my clients) کیا آپ امریکن سٹائل سوٹ پسند کریں گے یا انگلش سٹائل۔

گاہک: میں انگلش سٹائل سوٹ پسند کرتا ہوں۔ البتہ امریکن سٹائل کی مفید چیزوں کو اس میں شامل کیا جا سکتا ہے۔ (With touches of American style here and there)

ٹیلر: میں آپ کی خواہش کے مطابق اعلیٰ درجے کا سوٹ تیار کروں گا۔

گاہک: شکریہ!

11. A dialogue between a postman and a student. OR
Write a dialogue between a postman and a student.

طالب علم: ارے بھائی پوسٹ مین: تم تو عید کا چاند ہو گئے ہو۔ کئی دنوں سے میں نے تمہیں ادھر نہیں دیکھا۔ آج کہاں سے آ نکلے۔ (Your visits are few and far between here)

پوسٹ مین: جناب عالی! میں کئی دنوں سے بیمار تھا۔ اس لئے ڈاک تقسیم کرنے کے لئے نہیں آ سکا۔ میں کل ہی ٹھیک ہوا تھا۔ (Became well) کئی دنوں کی ڈاک جمع ہو چکی ہے۔ (mail of many days has been accumulated) خطوں، منی آرڈر، رجسٹرڈ لیٹرز کا ڈھیر لگ چکا ہے۔ جلد ہی انہیں تقسیم کروں گا۔

طالب علم: کیا میرا کوئی خط ہے؟ (Is there any letter for me)

پوسٹ مین: آپ کا ایک خط اور ایک رسالہ میرے پاس ہے۔ ابھی دیتا ہوں۔

طالب علم: کیا میرا رزلٹ کارڈ نہیں آیا؟

پوسٹ مین: رزلٹ کارڈ تو نہیں ہے۔ البتہ یہ ایک بیرنگ لفافہ ہے۔ (Unstamped letter)۔

طالب علم: یہ بیرنگ لفافہ مجھے کس نے لکھا ہے۔ میں تو یہ نہیں لوں گا۔

پوسٹ مین: بیرنگ لفافہ عام طور پر بہت قیمتی اور ضروری ہوتا ہے۔ جب عام ڈاک سے خط نہ ملے تو لوگ بیرنگ لفافے کا سہارا لیتے ہیں۔

طالب علم: اچھا، یہ بات ہے۔ تو آپ مجھے بیرنگ لفافہ دے دیں۔

پوسٹ مین: بیرنگ لفافے پر ڈبل ٹکٹوں کے پیسے دینے پڑتے ہیں۔ آپ مجھے چار روپے دیں۔

طالب علم: یہ عجیب قسم کا جرمانہ ہے۔ (Strange type of fine) چلو اسے برداشت کر لیتے ہیں۔ کیا آپ ان پیسوں کو خود رکھ لیتے ہیں۔ یا حکومت کے خزانے میں جمع کرا دیتے ہیں۔

(Or deposit it in the Government's exchequer)

پوسٹ مین: میاں صاحبزادے میں غریب ضرور ہوں لیکن بے ایمان نہیں ہوں۔ میں اس قسم کی بددیانتی کا سوچ بھی نہیں سکتا۔

طالب علم: میرا مطلب یہ نہیں تھا۔ (I do not mean this) مجھے آپ کے جذبات (sentiments) کا پورا احترام ہے۔ میں آپ کو ایک دیانتدار اور محنتی آدمی تصور کرتا ہوں۔ میں نے تو صرف معلومات حاصل کرنے (To get information) کے لئے پوچھا تھا۔

پوسٹ مین: غربت بہت بڑی لعنت ہے۔ (Great curse)۔ غریب آدمی کی اس ملک میں کوئی عزت نہیں۔ ہر کوئی اسے بے کار شے (Useless thing) سمجھتا ہے۔

طالب علم: آپ بلاوجہ ناراض ہو رہے ہیں (getting angry without reason)۔ میں اپنے الفاظ واپس لیتا ہوں۔ میں وعدہ کرتا ہوں کہ آپ کے متعلق کبھی بھی ایسا نہیں سوچوں گا۔ آپ میرا رزلٹ کارڈ کب لائیں گے؟

پوسٹ مین: رزلٹ کارڈ ملتے ہی (As soon as I get it) آپ کو پہنچا دوں گا۔

طالب علم: پاس ہونے پر آپ کو خوش کر دوں گا۔ آپ کو خصوصی انعام و اکرام (Special gift) دوں گا۔

پوسٹ مین: شکریہ! میں جلد ہی آپ کو خوشخبری (good news) سناؤں گا (tell you)۔

12. A dialogue between a farmer and a town man. OR

Write a dialogue between a farmer and a town man on the merits and demerits of city and village life.

شہری: (Townman) (کسان سے): آپ کو شہر میں کافی مدت بعد دیکھا ہے۔ کیا آپ کہیں گئے ہوئے تھے؟

دیہاتی: نہیں جناب! میں تھوڑی دیر کے لئے کاروباری سلسلے میں (On some business) شہر آتا ہوں۔ میرے لئے شہر میں ٹھہرنا ایک مصیبت سے کم نہیں۔ (Nothing short of a misery)۔

شہری: شہر سے اتنی جلدی کیوں بھاگ جاتے ہیں؟ یہاں پر تھوڑے دن ضرور ٹھہرا کرو اور شہری زندگی کی رونقوں سے لطف اندوز ہوا کرو۔ (Enjoy the hustle and bustle of city life)۔

دیہاتی: مجھے شہر کی آلودگی (Pollution) بالکل پسند نہیں۔ شہر میں ہر طرف دھواں ہوتا ہے۔ جدھر دیکھو شور ہی شور ہے۔ میں امن پسند آدمی ہوں۔ اور پرسکون ماحول کا عادی ہوں۔ (used to calm atmosphere)۔

شہری: یہ سچ ہے کہ دیہات میں سکون اور امن ہوتا ہے۔ لیکن شہری زندگی کے اپنے فوائد ہیں۔ پھر شور اتنا زیادہ نہیں کہ آپ کے ذہن کو پریشان کرے۔ (Disturb the peace of your mind) آخر کار سکون سے آدمی اکتا جاتا ہے۔ شہر کی تیز زندگی میں لطف ہی لطف ہے۔

دیہاتی: نہ بھائی! میں تو شہر کے شور و غوغا میں ایک لمحے کے لئے نہیں سو سکتا۔ (In the noise and din of the city) شہر کی تنگ گلیاں، (narrow streets) دھوئیں سے اٹی ہوئی فضاء (smoke-covered atmosphere) فیکٹریوں سے نکلتا ہوا زہریلا مواد (poisonous material emitted by factories) مجھے پریشان کر دیتا ہے۔ مجھے تو کھیتوں کا سبزہ اور ندی نالوں کی روانی پسند ہے۔

شہری: یہ ٹھیک ہے۔ لیکن اگر آدمی ایک سبزہ زار کو دیکھ لیتا ہے تو اس کا مطلب ہے کہ اس نے تمام سبزہ زاروں کو دیکھ لیا۔ دیہاتی زندگی میں کوئی جدت (novelty) نہیں۔

دیہاتی: تمہاری بات میں کوئی وزن نہیں۔ فطرت میں بے شمار جدت اور تنوع پایا جاتا ہے (novelty and variety)۔ فطرت کے مناظر خوبصورت اور دلکش ہوتے ہیں۔ ان سے آدمی کبھی بھی نہیں اکتاتا۔

شہری: دیہاتی زندگی میں زندگی کو پرکشش بنانے کے لئے بہت کم مواقع ہوتے ہیں۔ کیا دیہات میں آپ سینما، فلم، تھیٹر اور اس طرح کے تفریحی مناظر سے محروم نہیں رہتے۔ (are not deprived of)۔

دیہاتی: بالکل نہیں۔ ہم لوگ صبح سویرے اٹھ کر نہر کے کنارے سیر کرتے ہیں۔ پانی کی روانی سے لطف اندوز ہوتے ہیں۔ شام کو ڈوبتے ہوئے سورج (sinking sun) کا نظارہ کرتے ہیں۔ کھیتوں میں جا کر لہلہاتی ہوئی فصلوں (waving or dancing crops) سے دل بہلاتے ہیں۔ باغوں میں جا کر پھولوں کی خوشبو (fragrance) سے لطف اندوز ہوتے ہیں۔ فطری مناظر کی موجودگی میں ہم کبھی بھی تھکان کا شکار نہیں ہوتے۔ (never sick of)۔

شہری: ہر آدمی کا اپنا ذوق (taste) ہوتا ہے۔ میں تو اب بھی سمجھتا ہوں کہ دیہاتی زندگی یکسانیت کا شکار ہے۔ (Is uniform and dull)۔

دیہاتی: آپ کا خیال غلط ہے (You are wrong)۔ دیہاتی زندگی خوبصورت اور صحت مند ہوتی ہے۔ یہ شہری زندگی سے بہتر ہوتی ہے کیونکہ شہری زندگی میں بیماریوں اور وباؤں کے پھوٹ پڑنے کا اندیشہ ہوتا ہے۔ (Epidemics and ailments break out in the city)۔

شہری: دیہاتوں میں تعلیم اور علاج معالجے کی سہولتیں بہت کم ہیں۔ مزید براں (Besides) دیہاتی لوگ موجودہ زمانے کی ترقی کو نہ سمجھتے ہیں اور نہ ہی ترقی کرتے ہیں۔

دیہاتی: آپ کی بات درست ہے دیہاتی لوگ موجودہ زندگی کی آسائشوں سے بہرہ ور نہیں ہوتے۔ (Do not enjoy the comforts and luxuries of modern age)۔

شہری: اسی لئے میں آپ پر زور دیتا ہوں (I emphasize) کہ شہر میں زیادہ دیر ٹھہرا کریں۔ تا کہ یہاں صنعتی اور سائنسی ترقی کو سمجھ سکیں۔ کوئی ملک اپنے ڈاکٹروں۔ دستکاروں (Artisans)۔ پروفیسروں۔ سائنس دانوں اور پیشہ ور ماہرین کے کام کو سمجھے بغیر ترقی نہیں کر سکتا۔ دیہاتی لوگوں کو یہاں آ کر اس ترقی کے راز کو سمجھنا چاہیے۔

دیہاتی: آپ کی بات صحیح ہے۔ آئندہ میں شہر میں آ کر زیادہ دن قیام کروں گا۔

13. A dialogue between a ticketless passenger and the ticket collector. OR Write a dialogue between a ticketless passenger and the ticket collector.

ٹکٹ انسپکٹر: (ٹرین کے ڈبے میں آتے ہوئے) کیا آپ مجھے اپنا ٹکٹ دکھائیں گے؟

مسافر: (اپنی جیب ٹٹولتا ہے (searches the pocket) اور اسے ٹکٹ نہیں ملتا)۔ جناب! میں ٹکٹ ڈھونڈ رہا ہوں۔ ابھی دیتا ہوں۔

ٹکٹ انسپکٹر: میرا خیال ہے کہ آپ نے ٹکٹ نہیں خریدا۔ کیونکہ ابھی تک آپ کو ٹکٹ نہیں ملا۔ کیا آپ نے ٹکٹ خریدا تھا؟

مسافر: انسپکٹر صاحب! مجھے خدشہ ہے (I am afraid) کہ میرا ٹکٹ کہیں کھو گیا ہے (I have lost my ticket)

ٹکٹ انسپکٹر: (غصے سے) عام طور پر تمام مسافر ایسا ہی کہتے ہیں۔ پاکستان میں دھوکہ بازوں کی تعداد بڑھ رہی ہے (The number of swindlers is increasing in Pakistan)

مسافر: آپ کو یہ حق کس نے دیا ہے (who has given you the right) کہ آپ ایک معزز شہری (respectable citizen) کو دھوکہ باز کہیں۔

ٹکٹ انسپکٹر: (تھوڑا سا نرم ہوتے ہوئے) نہیں جناب! میں آپ کی بے عزتی نہیں کرنا چاہتا۔ ہو سکتا ہے کہ آپ نے ٹکٹ خریدا ہو۔ لیکن اس وقت آپ کے پاس کوئی ٹکٹ نہیں ہے۔ مجھے تو ریلوے کے قوانین کی پابندی کرنی ہوتی ہے۔ (I have to obey the laws of the railway)۔ اب آپ ٹکٹ لے لیں۔ آپ کو جرمانہ بھی دینا پڑے گا۔

مسافر: یہ ایک ناجائز بات ہے۔ میرے جیسا اوسط درجے کی مالی حیثیت کا آدمی (A man of average means)۔ دوبارہ ٹکٹ نہیں خرید
سکتا۔ میں نے ٹکٹ تو خریدا تھا لیکن کہیں رکھ دیا ہے۔ (I have misplaced it)۔

ٹکٹ انسپکٹر: آپ نے ابھی تک ٹکٹ نہیں دکھایا۔ میں کس طرح یقین کر سکتا ہوں کہ آپ نے ٹکٹ خریدا تھا۔

مسافر: میں ایک ذمہ دار شہری ہوں۔ میں گورنمنٹ ملازم ہوں۔ میں اپنے ملک کے ساتھ دھوکہ نہیں کر سکتا۔ (I cannot cheat my country)۔

ٹکٹ انسپکٹر: جناب آپ ایسی بات نہ کریں۔ بہت سارے معزز لوگ ٹکٹ کے معاملے میں ایسا ہی رویہ اختیار کرتے ہیں۔ (adopt the same
attitude)۔ ہم اب کسی پر بھروسہ نہیں کر سکتے (cannot rely)۔

مسافر: جناب آپ ٹھیک کہتے ہیں۔ لیکن سچائی اور خلوص ہر آدمی کے چہرے پر لکھی ہوتی ہے۔ چہرہ انسان کے ذہن کا آئینہ ہوتا ہے۔ (Trust
and sincerity are written on the face of every one. Face is the index of man's
mind)۔ کیا آپ کو میرے چہرے پر سچائی لکھی ہوئی نظر نہیں آتی؟

ٹکٹ انسپکٹر: آپ کے پاس ٹکٹ نہیں بس میرے لئے یہی کافی ہے (This is enough for me)۔ میں کسی قسم کے مباحثہ میں نہیں پڑنا
چاہتا۔ (Do not want to enter into any kind of debate)۔

مسافر: لیکن جناب میں نے بہت سارے مسافروں کی موجودگی میں ٹکٹ خریدا تھا۔ وہ میری بات کی تصدیق کر سکتے ہیں۔ (Bear me out)۔

ٹکٹ انسپکٹر: نہیں جناب مجھے کسی قسم کی گواہی کی ضرورت نہیں (I am not interested in any kind of evidence)۔ ہمارا
محکمہ گواہوں اور شہادتوں پر نہیں چلتا (does not depend on)۔ ہم یا تو ٹکٹ دیکھتے ہیں یا نیا ٹکٹ جاری کرتے ہیں (Issue
the new ticket)۔

مسافر: مجھے افسوس ہے کہ میں ٹکٹ نہیں دکھا سکتا۔

ٹکٹ انسپکٹر: میرا وقت ضائع مت کرو۔ مجھے باقی مسافروں کے ٹکٹ بھی دیکھنے ہیں (I have to check the tickets)۔ اگر آپ نیا ٹکٹ
نہیں خریدیں گے تو میں پولیس کو بلاؤں گا۔

مسافر: نہیں۔ آپ کو ایسا نہیں کرنا چاہئے۔ میں نیا ٹکٹ خرید لوں گا اور جرمانہ بھی ادا کروں گا۔

ٹکٹ انسپکٹر: شکریہ! آپ کے تعاون کے لئے شکر گزار ہوں۔

14. A dialogue between a butcher and a customer. OR

Write a dialogue between a butcher and a customer on the purchase of meat.

قصائی: میاں صاحب! کدھر جا رہے ہیں آج تو آپ کے لئے بہترین گوشت لایا ہوں۔

میاں صاحب: ہاں۔ میں آپ کی ہی طرف آ رہا تھا۔ آج گھر میں چند ایک مہمان آ رہے ہیں۔ ان کی ضیافت کا پروگرام ہے (Want to
entertain them with a feast)۔ میں اچھا گوشت خریدنا چاہتا ہوں۔

قصائی: آج تو ایک درجن بکرے بنے ہیں۔ (are skinned)۔ یہ نہ تو بچے ہیں اور نہ ہی بوڑھے ہیں۔ (Neither they are
kids, nor old ones)۔ بڑا نرم گوشت ہے (very tender meat)۔

میاں صاحب: ہاں۔ گوشت تو اچھا ہے۔ لیکن میرا خیال ہے کہ مہمانوں کے لئے مرغ کا گوشت لے لوں۔

قصائی: اجی چھوڑیئے۔ مرغ کا گوشت تو آج کل عام سی شے ہے۔ بکرے کا اعلیٰ گوشت ایک نایاب شے ہے (Rare thing) آپ ذرا
دیکھیں تو سہی کتنا اعلیٰ گوشت ہے۔

میاں صاحب: آپ مرضی کا گوشت نہیں دیتے۔ اچھی طرح صفائی بھی نہیں کرتے۔ (You do not skin it skilfully)۔

قصائی: نہیں جناب۔ میں گاہکوں کا خاص خیال رکھتا ہوں۔ آپ جو چاہیں لے لیں۔ آپ چانپ لے لیں (Chop)۔ پوری ران لے لیں (Full
thigh)۔ اس کی مچھلی کو روسٹ کر کے کھائیں۔ بڑا مزہ آئے گا۔ (Roast its foreshank and eat it)۔ سینہ (Ribs) حاضر ہے۔ اسے
پلاؤ میں ڈال لیں میں اسے اچھی طرح بنا دوں گا۔ (Dress it well)۔ گردن کا گوشت بہت طاقتور ہوتا ہے۔ (Mutton of the neck is
very wholesome)۔ غرضیکہ (Inshort) چھوٹے گوشت کا کوئی جواب نہیں۔ (Meat is second to none)۔

میاں صاحب: اچھا بھئی! مجھے ران کا گوشت دے دو (Meat of the thigh)۔ اس کے علاوہ تھوڑی سی چانپ دے دو۔ ہمارے ہاں بچے کا گوشت کوئی نہیں کھاتا۔

قصائی: میاں صاحب یہ پوری ران۔ اس کا وزن تین کلو ہے (It weighs three kilos)۔ کیا اسے بنا دوں؟ (Dress it)۔

میاں صاحب: چانپ کا وزن بھی کریں۔ اسے میں ڈیپ فریزر میں محفوظ کر لوں گا۔

قصائی: چانپ کا دو کلو گوشت موجود ہے۔ بہت نفیس شے ہے۔

میاں صاحب: چانپ کو اچھی طرح صاف کر دو۔ بوٹیوں سے چربی کو علیحدہ کر دو (Separate the fat from the pieces of flesh)۔

قصائی: کیا آپ کو دستی کا گوشت پسند نہیں؟ (Meat of the forearm)۔

میاں صاحب: نہیں۔ میں اتنا زیادہ گوشت نہیں خریدنا چاہتا۔ شاید کچھ پیسے کم پڑ جائیں (I may fall short of money)۔

قصائی: آپ پیسوں کی فکر مت کریں۔ اگر آپ کے پاس پورے پیسے نہیں ہیں تو پھر ادا کر دیں۔ آپ میرے پرانے گاہک ہیں۔ میں آپ کی بہت عزت کرتا ہوں۔

میاں صاحب: کل کتنا گوشت ہے؟

قصائی: پانچ کلو گوشت ہے۔

میاں صاحب: کل کتنی رقم بنی۔

قصائی: دو ہزار روپے بنتے ہیں۔

میاں صاحب: میرے پاس ایک ہزار کا نوٹ ہے۔ باقی پیسے ابھی گھر سے بھجوا دیتا ہوں

قصائی: کوئی بات نہیں۔ آپ اطمینان سے پیسے بھجوا دیں۔ مجھے آپ کے پیسوں کی قطعاً فکر نہیں۔

میاں صاحب: شکریہ! میں ابھی بقایا رقم بھجوا دیتا ہوں (the remaining amount of money)۔

15. A dialogue on the abolition of capital punishment. OR Write a dialogue between two friends discussing the abolition fo capital punishment (سزائے موت کی منسوخی)

Hints:

Arguments for abolition :

(1) It brutalizes (ظالم بنا دیتی ہے) the public and the officials who carry it out and tends to destroy the sentiment of the sanctity of human life.

(2) It has not lessened murders.

(3) As it is irrevocable, (ناقابل واپسی فیصلہ کن) mistakes cannot be put right.

(4) It has been abolished elsewhere without effects.

Argrments against :

(1) Executions (پھانسیاں) are carried out in private, hence the public are not brutalized.

(2) It enforces the sanctity(تقدس) of human life, rather than destroy it.

(3) It certainly deters (باز رکھنا) some criminals.

(4) Other punishments are also irrevocable to some extent, and mistakes may always occur.

(5) In some countries, as in France, it has had to be restored.

16. A dialogue on Co-education. OR

Discuss in the form of dialogue the Pros and cons of co-education.

Hints: (Pros)

(1) Co-education is a modern concept. It is practised successfully in many modern countries of the world. The mixing of the sexes in education is natural, practical and economical.

(2) The boys and girls learn more about the practical problems of life., if they study together. Co-education builds in them confidence and sheds off their shyness. Character develops more harmoniously.

(3) A sort of competition runs in matter of study between the two sexes. This is bound to produce higher standard of achievement.

(4) The presence of the opposite sex (جنس مخالف) is a wholesome (صحت مندانہ) factor in an institution. Where there is only one sex, the qualities of men and women are also one sided. Women tend to become sentimental (جذباتی) and men become rude(گستاخ) and disrespectful to women.

(6) Co-education prepares boys and girls to understand the responsibilities and duties of life, which they have to share after marriage.

Hint: (cons(مخالف)

(1) It is not natural for the two sexes to be educated together.. There are certain subjects which cannot be taught in the presence of both the sexes.

(2) The girls try to acquire masculine qualities in the practical life and boys adopt feminine fashions in their dress and hair style etc. This leaves a negative influence on their brought up.

(3) The presence of the opposite sex is bound to lower the status of the institution.

(4) It has been witnessed that the marriage and love made at the college and university have often proved a failure.

(5) The boys and girls waste most of their time in love making and on adopting various fashions. They neglect their studies.

(6) The boys and girls studying together do not let one another know their weak points. They pose to be what they are not actually.

Exercises for practice

1. Write a dialogue between a smoker and a non - smoker in a railway compartment during the journey.
2. Write a dialogue between two government officials on bribery.
3. Write a dialogue between a house-wife and her husband on rising prices.

4. Write a dialogue between a Pakistani and a foreign student about our present songs.
5. Write a dialogue between a customer and a shop keeper.
6. Write a dialogue between two girls on love marriages.
7. Write a dialogue between a teacher and a student on maintaining discipline in a college.
8. Write a dialogue between a taxi driver and a traffic constable on hardships of life.
9. Write a dialogue between father and son on generation gap.
10. Write a dialogue between a cashier of a bank and a lady on the exchange of old and torn notes.
11. Write a dialogue between slum dwellers about the lack civic facilities in their area.
12. Write a dialogue between two housewives on rising cost of living.
13. Write a dialogue between a student on Ideology of Pakistan.
14. Write a dialogue between two students of T.V plays.
15. Write a dialogue between a teacher and a student who is a habitual late comer.
16. Write a dialogue between two friends on some T.V. programmes
17. Write a dialogue between a father and the son who often returns home late at night.
18. Write a dialogue between two friends about black marketing of food items.
19. Write a dialogue between a traffic sergeant and a student about the violation of traffic rules which the latter has committed.
20. Write a dialogue between a daughter and a mother about the modern trends in dressing.
21. Write a dialogue between mother and her daughter on the advantages and disadvantages of an arranged marriage.
22. Write a dialogue between a student and canteen manager about the bad food items and their high prices in the canteen.
23. A dialogue between two friends on the waywardness among the youth.
24. Write a dialgoue between two friends on the ill effects of smoking.
25. Write a dialogue between a student and a teacher on the importance of discipline.
26. Write a dialogue between two friends about the waywardness among the youth.
27. Write a dialogue between a student and a teacher on the importance of book reading.
28. Write a dialogue between two persons about change in weather.
29. Write a dialogue between two friends on the issue of the misuse of all phones.

CHAPTER 9

Application Writing

Part-I

Formal letters and applications have been included in the recently modified syallabus of the university.

(1) Applications addressed to the officers pointing out to them some problems of social life.

(2) Formal letters

Note: Letters must discuss some problems.

(a) Instructions for Application Writing

The Instructions given below should be strictly followed in the examination.

1. Do not write **"to"** at the right or left hand of the paper.
2. Write down the rank of the officer at the left hand of the paper to whom the application is addressed.

For example:

The Principal, The S.S.P.,

3. The word "T" of the "the" should be **capital.**
4. Insert comma after the first line.
5. Write down the official address of the officer in the second line.

For example:

Govt college **and then insert (,) (comma) after it.**

The principal,
Government college,
Lahore.

6. Write down the **name of the city in the third line and put full stop (.)** at its end.
7. If the application is addressed to a big officer, it should be finsihed in two lines.

The Governor,
Punjab.

8. Write down **"Sir"** at the face of salutation ad put comma (,) after it. **(Sir,)**
9. Write down **"Yours sincerely"** at subscription and put comma (,) at the end.
10. Write down "A.B.C." below the word **"Yours sincerely,"**.

Do not write the following things in an application:

1. Do not write **"to"** at the left or right hand of the paper.
2. Do not write **"Dear sir"** but always write "Sir".
3. Do not write comma (,) at the **'s'** of **yours sincerely.**

Incorrect: (Your's)
Correct: (Yours)

Always put comma (,) at the following places:

1. **At the end of the first line** after writing the official address / post
   The Principal, .
2. **At the end of the second line** i.e after writing the official address
   Govt College,
3. After **"Sir,"**.
4. After **"Yours sincerely,"**

A rough sketch of the application:

(An application to the principal)

The Principal,
Government College,
Multan.
Subject: ....
Sir,

....

....

(Body)

....

....

Yours sincerely,

☆☆☆☆

(An application to the Governor)

The Governor,
Punjab,
Lahore.
Subject: ....
Sir,

....

....

(Body)

....

....

Yours sincerely,

☆☆☆☆

امتحان میں Application لکھتے وقت مندرجہ ذیل باتوں کا خیال رکھیں۔

۱۔ کاغذ کے بائیں یا دائیں جانب "To" مت لکھیں کیونکہ موجودہ دور میں 'To' لکھنے کا رواج نہیں ہے۔

۲۔ کاغذ کے دائیں جانب یا بائیں طرف جس افسر کو درخواست لکھنی ہو اس کا عہدہ لکھیں۔

مثلاً: The Principal,

۳۔ 'The' میں لفظ 'T' بڑا لکھیں اور عہدے کا پہلا لفظ 'P' بڑا لکھیں۔

۴۔ پہلی لائن کے خاتمے پر '(,) Comma' لگائیں۔

۵۔ دوسری لائن میں جس افسر کو خط لکھا جا رہا ہو اس کا سرکاری ایڈریس لکھیں۔

مثلاً: Government College اور اس کے بعد '(,) comma' لگائیں۔

۶۔ بعد ازاں شہر کا نام لکھیں اور '(.) Full stop' لگائیں۔

۷۔ آداب والی جگہ پر 'Sir,' لکھیں اور بعد ازاں (,) Comma لگائیں۔

۸۔ اگر عہدہ بڑا ہو تو دو لائنوں میں لکھا جاتا ہے۔

۹۔ درخواست کو ختم کر کے ہمیشہ 'Yours sincerely' لکھیں اور بعد ازاں '(,) Comma' لگائیں۔

۱۰۔ اس کے نیچے پرچے میں A.B.C کا لفظ لکھیں۔ اگر درخواست امتحان کے علاوہ اور کسی موقع پر لکھی جا رہی ہو تو اپنا نام ایڈریس لکھیں۔

درخواست میں مندرجہ ذیل باتیں نہیں لکھی جاتیں:

۱۔ بائیں یا دائیں طرف 'To" نہیں لکھا جاتا۔

۲۔ شہر کا نام یا Address نہیں لکھا جاتا ہے۔ بلکہ اس کی جگہ پر Examination Hall لکھا جاتا ہے۔

۳۔ Yours sincerely میں 's' کے اوپر (,) Comma مت لگائیں۔

Your's sincerely, (غلط ہے)

Yours sincerely, (صحیح ہے)

۴۔ sincerely کا 's' بڑا مت لکھیں۔ (Yours sincerely,) (صحیح ہے)

مندرجہ ذیل جگہوں پر (,) Comma ضرور لگائیں۔

۱۔ پہلی لائن میں عہدہ لکھنے کے بعد۔ مثلاً The Divisional Engineer,

۲۔ دوسری لائن میں سرکاری ایڈریس لکھنے کے بعد، درخواست شروع کرنے کے کلمات۔

۳۔ Sir, کے بعد

۴۔ Yours sincerely, کے بعد۔

(b) Applications and letters

(a) Applying for a job

The job applications consist of two parts.

i. **Covering letter.**
ii. **Resume (ray- su- may) French word OR Bio-data**

The covering letter of a job application must contain the following things.

1. Address / date
2. Introduction
3. Education
4. Experience
5. Interview.

نوٹ: Covering letter میں Headline یا سرخیاں مت لگائیں۔ البتہ نمبر لگا کر **Education** اور **Experience** درج کریں۔ Covering letter مختصر ہونا چاہیے۔

Address

The General Manager,
Pak Textile Mills.
Lahore.

Examination Hall,
A.B.C.
Lahore,
May 15, 2013.

Dear Sir,

OR

The Director General,
Cooper and Iron Company,
Circular Road,
Lahore
Dear sir,

235 Gulberg,
Main Road,
Lahore.
May 15, 2013.

Introduction / opening

Always mention the source of your information about the job you are applying. Generally the terms **vacancy, post** or **appointment** are used instead of the word job in application. When replying to a job advertisement, as with most correspondence, it is best simply to state what you are doing, and give a date or reference.

نوٹ: اخبار کا حوالہ دیں۔ جس میں کسی **Job** کے متعلق اشتہار چھپا ہے۔ تاریخ کا حوالہ بھی دیں۔

Examples

1. **I would like to apply for the post of a clerk (office assistant) advertised in the English newspaper "The Dawn" dated May 12.** My qualification and experience will show you that I am the person needed in your office.. OR

I am writing concerning your advertisement in the Dawn of 12 May for a personal secretary in your department. I am giving below a short summary of qualification and experience.

OR

I am answering your advertisement for the post of an accountant, which appeared in the yesterday's Times. Kindly consider me a candidate for the said job.

Kindly refer to your advertisement in the daily Dawn dated ______ of ______ in your firm. I beg leave to offer myself as one of the candidates. I am giving below a resume of my qualification and experience.

OR

I am giving below a resume of my qualification and experience.

(c) Applying for a job which has not been advertised

جب اخبار میں جاب کا اشتہار نہ دیا گیا ہو

I am writing to ask you if you might have a vacancy in your ______ department for an accounts clerk.

OR

I have learnt from a reliable source that the post of an accountant is lying vacant in your office.

OR

I understand that you need a female secretary for your office.

For the job of an accountant

امتحانی پرچے میں job کی application لکھتے Headings مت لگائیں۔ یہاں پر یادداشت کا حصہ بنانے کیلئے سرخیاں لگائی گئی ہیں۔

I have come to know through a reliable source that you need a teacher of English for your school.

OR

I understand that you are looking for an energetic young graduate in commerce for office and field work. May I request you to consider me a candidate for this position.

2. Education / qualification for the job of an accountant. جاب کے مطابق فقروں میں ردوبدل کر دیں۔

i. I graduated in commerce from Punjab University in 2012 and secured high first division. My marks in the paper of Accounts were the highest.

ii. I did my M.B.A from commerce college Karachi in 2014 and topped the list of successful candidates.

iii. I got a diploma in computer programming from Patroman College, Lahore.

iv. I can speak and write English fluently and has the ability to write all type of business reports.

Experience:

I worked as an accountant in Pak Textile Mills for two years from 2010 to 2012. I worked there with sincerity and devotion. The firm was undergoing heavy losses, but my timely management of accounts stabilized its position.

Interview:

کوئی ایک فقرہ یاد کر کے لکھا جا سکتا ہے

Will you kindly let me know when it will be convenient for you to see me? I shall appreciate the opportunity of meeting you and answering any question you may like to put me.

OR

I would be grateful if I am called for an interview so that I could tell you more about myself. My telephone No. _______. OR

May I expect you will grant me a personal interview at your convenience? OR

Kindly grant me sometime for an interview so that you may form a correct estimate of my ability and personality.

Yours sincerely,
OR
Yours respectfully,

Example No.1

Covering Letter کے بعد Resume یا Bio-data لکھا جاتا ہے۔

Curriculum Vitae (CV)

نوٹ: C.V لکھتے وقت Headlines ضرور لگائیں۔

Bio-data in respect for Mr. _____ for the job of an accountant

The **'resume'** given below is by no means only acceptable type, but it provides a good model.

Muhammad Saleem,
235 Gulberg,
Main Road, Lahore
Telephone 6785465
Mobile, 0300-6445432

Education: 1. graduation in commerce from Punjab University high first division
2. M.B.A from Commerce College Karachi
3. Diploma in computer programming from Patrowan College, Lahore
4. Diploma in English language from A.B College London.

Additional Diploma in French and Arabic language.
Qualifications Diploma in business communication from London School of Commerce

Extra-curricular i. A regular contributor to the newspaper
Qualification Business Recorder.
ii. A member of the Chamber of business and commerce, Lahore.

Experience: i. Worked as an accountant in Pak Textile Mills for two years.
ii. Improved and repaired the accounts of Shabbir and sons.

Personal details: Nationality: Pakistan by birth
Age 25 years Height 5 feet, 7 inches
Health: excellent Weight: 150 pounds
Status: unmarried

References: Mr. Muhammad Aslam
General Manager, A.B.C

Textile Mills, Factory Area Lahore.
Prof. Ali Ahmad Khan
Associate Professor of Business
Mangements Hailey College of Commerce Lahore.

نوٹ: Bio-data یا C.V لکھتے وقت Headline ضرور لگائیں۔

Another Example of Bio-data Sheet

Name:	Muhammad Aslam
Address:	Garden Town, St . No. 5 Lahore
Telephone:	728541
Personal details:	Health: Good Nationality: Pakistani Age: 25 Yers Height: 5 feet - 9 inches
Marital status:	Unmarried
Education:	Passed secondary school (First Division) FSc, First Division 2004 F.C College BSc, First Division 2006 M.B.A, Punjab University 2006 Distinction in Mathematics 2nd position in Statistics
Experience:	Worked as an assistant to the marketing Manager A.B.C Medicine Company for six months wrote business reports.
Extra Curricular Activities:	Was secretary Commerce Society was a regular contributor to College Magazine was a member of Hockey Team was a renowned Qari of the College
References:	Prof. Namat Ali Punjab Commerce College Mian Muhammad Ali Vice President Allied Bank, Circular Branch Lahore.

(a) Solved Job Applications

For Female Secretary

1. **Write an application to the Manager of a textile Mills for the job of a female secretary.**

The General Manager,
Crescent Textile Mills,
Lahore.

Examination Hall,
A.B.C.
May 15, 2018.

Subject: **Job for the post of female secretary**

Sir,

I understand that you need a female secretary for your office. As desired by you, I give below a resume (خلاصہ) of my qualification and experience for the said post.

1. I graduated in Arts with distinction from Punjab University in 2016.
2. I am a diploma holder of computer science from Patroman College, Lahore.
3. I have got a diploma in English speaking from the 'Linguistic University Lahore. I can speak and write English fluently on any topic. I am well versed in writing articles in English. I have contributed many articles to the newspaper on different social, religious and economic topics.
4. I have worked as a receptionist and female secretary with General Manager Pak Textile Mills for two years. There I earned the reputation of a sociable and amiable person. I learned there the psychology (نفسیات) of people belonging to various walks of life. I can impress and attract people with the magic of good English.

I shall be grateful to you if you give me an opportunity to have a better judgment of my person, qualification and experience.

Yours sincerely,
A.B.C.

Bio - data in respect of A.B.C

Qualification: i. Graduated from Punjab University with distinction.
ii. Diploma holder in computer science.
iii. A diploma holder in English language.

Extra Curricular Activities:

i. A regular contributor of articles to English newspapers.
ii. Was a member of debating society.
iii. Was a member of the editorial board of college magazine.

Experience:

Worked as a receptionist in Pak Textile Mills.

Personal details: Age: 25 years
Health: good
Height: 5 feet 6"

Status: unmarried

An Application for job wanted.

2. For the Job of Production Manager

For a growing cooking oil & Ghee company **production Manager** should be MSc. with at least 10 years exprience in the oil & Fat industry please apply immediately. Presonal Manager, Nutri Pak food Industries Ltd Plot No. 224 Sector, 23, Korangi Industrial Area Karachi.

Examination Hall,
A.B.C.
May 12, 2018.

The Personal Manager,
Nutripak Pak food Industries Ltd.
Plot No. 224, sector 23, Korangi,
Karachi.

Subject: **Job for the post of Production Manager.**

Sir,

In response to your advertisement published in the daily **'The News'** dated 20 April 2018 for the post of the production Manager in your Oil & fat industry, I beg to offer myself as one of the candidates for the said post.

I passed my M.Sc. Chemistry with distinction from Punjab University in 2016. I obtained a diploma in Food and Nutrition from Agriculture University, Faisalabad. My two years exprience as research officer at Sargodha Oil Mills has given me enough practical experience for the production of ghee. I have a special aptitude for discovering new methods of producing ghee. Information about my experience and the quality of work can be had from the Sales Manager of the Mills.

My enclosed biodata will show that my experience as research officer at Sargodha Oil Mills has given me enough practical knowledge to work as production Manager in your food industry.

May I have an interview at your convenience? I shall convince you with in ten minutes of the interview that I am the person you are looking for your food industry.

Yours sincerely,
Ahmad Raza.

The Biodata Sheet of Ahmed Raza

Garden Town, Multan

Qualification:

i. MSc Chemisty 1st division 2010, Punjab University Lahore.
ii. Diploma in Food and Nutrition, Agriculture University, Faisalabad.

Special Qualifications:

Has a sound knowledge of English: had a diploma in the English language from U.K College of English Language. Expert in report writing.

Experience:

Worked as research officer in Sargodha Oil Mills for two years. My duties included to conduct research in finding out new variety of ghee and Oil and writing daily reports about work done in the research branch.

Extra Curricular Activities:

1. Was a member of college Union.
2. Was a member of College cricket team.
3. Was secretaly Chemical society of Punjab University.

Personal details:

Nationality: Pakistani by birth age 30 years Height: 5Feet 8 inches. Health: good, unmarried.

References:

1. A.B Khan (Principal Govet College. Multan)
2. Ch. Noor Ahmad (General Manager Sui Gass)

3. Write an application to the Director of Educaton for the post of an English teacher.

Examination Hall,
A.B.C City,
May 20, 2018.

The Director of Education,
Lahore Division,
Lahore.

Subject: **Job for the post English Teacher.**

Sir,

I would like to apply for the post of an English teacher advertised in the English newspaper 'The Dawn dated March 12. My qualification and experience will show that I am the person needed in your office.

1. I graduated in Arts from Punjab University in 2014 and secured high first division. My marks in the paper of English were the highest.
2. I did my M.A English from Punjab University in 2016 and secured good second division.
3. I got a diploma in teaching from London University in 2017 and was declared the best student of the institution.
4. I got a diploma in English speaking from Lingua University, London.
5. I can write and speak English fluently. I can impress people with the magic of my conversation.
6. I worked as an English teacher in Crescent Public school Lahore for six months. I taught there English and history to the matriculation classes to the satisfication of my employers.
7. Being a private job, I intend to leave it. I am interested in Govt. Job. Kindly give me an opportunity to serve as an English teacher in some government school.

Yours sincerely,
A.B.C

Bio - data in respect of A.B.C

A.B.C,
235 Gulberg
Main Road, Lahore.
Telephone: 042-6785465
Mobile: 03006445432

Education: i. Graduation in Arts from Punjab University high first division
ii. M.A English from Punjab University high second division

Additional 1. Diploma in teaching from London University
2. Diploma in English speaking course from Lingua University London.

Extra Curricular Activities:
i. A regular contributor to the newspaper 'The Dawn'

Experience:
Worked as a English teacher in crescent public school Lahore for six months.

4. Write an application to the Director of a theatre to cast you in his stage drama as a hero / heroine.

Examination Hall,
A.B.C City.
May 20, 2018.

The Director,
Shakespeare Threatre,
Lahore.

Subject: Introduction of new comers in the play

Sir,

I have come to know through a reliable source that you are in need of a heroine to be cast in your new play " Ghardshi Zamana" (گردش زمانہ) I beg to offer myself as one of them.

1. I am a young girl of twenty two, having attractive facial beauty. I am an educated polished and accomplished girl. I am tall and graceful.
2. I studied at Kinniard College, Lahore and did my M.A. English from there with distinction. There I took part in various plays, staged by college dramatic club.
3. I was cast as heroine of the play Romeo and Juliet, staged by Ghalib theatre of the city. I won various prizes for my wonderful performance as heroine.
4. I have great magic in the utterance of dialogues and can sweep away everybody with the force and power of my recitation. I can dramatize every situation beyond the expectations of the audience. I hope to produce a new colour, and beauty to your play if I am cast as heroine.

I am enclosing my documents with this application for a favourable reply.

Yours sincerely.

Bio-Data

Bio-Data may be written on the pattern given in other applications.

5. Write an application to a landlord to hire you as a manager of his farm servants.

Examination Hall,
A.B.C City.
June 8, 2018.

The Landlord,
Niazi Farms
Mianwali.

Subject: **Appointment as a manager.**

Sir,

I have come to know from a reliable source that you need a Manager, for your farm servants. I offer my services as Manager of the farm servants. The resume of my qualification and experience is given.

1. I graduated from Punjab University with distinction.
2. I did my graduation in business administration, from London University of commerce and Business.
3. I also hold a master's degree in administration and management from Haward University, U.S.A.
4. I am an energetic, strong and active man of 28 and has a commanding appearance.
5. I am fully familiar with the moods, whims and feelings of the labour class.
6. I worked as a manager of the workers and labourers of the Neelam Textile Mills. There I watched their life style closely and came to know about their psychology.

I assure you, I shall perform my duties efficiently and honestly if I am selected as the Manager of the servants of your farm.

Yours sincerely,
A.B.C

Bio-Data

Bio-Data may be written keeping in view the pattern adopted in other applications.

Appointment of an Accounts Clerk

6. Write an application to the Finance Manager of Multinational Firm for the appointment of an Accounts Clerk.

The Finance Manager,
A.B.C Company,
Lahore.

Examination Hall,
A.B.C. City.
May 10, 2018.

Subject: For the job of an accounts clerk

Sir,

In reply to your advertisement in "The Nation" dated May 5, 2018, I would like to offer my sevices as an accounts clerk in your firm. My qualifications and bio data are given below.

1. I graduated B.com from Punjab University Lahore. I passed the examination with distinction. I am a gold medalist and secured more than 80% in the said examination.
2. I have completed successfully many courses of computer manipulation and its working.
3. My knowlege of English is sound. I can write and speak English fluently and prepare all types of reports regarding business and commerce.
4. I worked as Accounts clerk for two years at the Neelam Textile Mills. There I learnt and acquired adequate training for the management of accounts. I have to leave the job since the Mills was closed.

I am a young man of 23 and possess sound health.

May I have an interview at your convenience (آسان)? I shall convince you with in ten minutes of the interview that I am the person you are looking for your firm. I do hope that you will consider my application with sympathy.

Yours sincerely.

Curriculum Vitae

Name:	X.Y.Z
Father's Name:	A.B.C
Address:	M.N.O.
Education:	i. B.Com 1st Division Punjab University Gold Medalist ii. Diploma in computer science.
Experience:	Worked as accounts clerk for two years in Neelam Mills.
Extra Curricular Activities:	i. Was a member of college Editorial Board. ii. Wrote business reports for the magazine Business Recorder
Status:	Unmarried
Health:	Sound health, tall and graceful
Height:	5 foot 11 inch.

7. Write an application to the Finance Manager of Multinational Firm for the appointment of an Audit officer.

For the solution of this application; please get help from the solved application of P.U. 2009 Group-II.

Write an application to the General Manager of a Multinational Firm for the appointment of a medical representative.

The G.M,
Roche Medicine Firm.
Karachi.

Examination Hall,
A.B.C. City,
July 22, 2018,

Subject: **Appointment as a medical representative.**

Sir,

With reference to your advertisement in the Daily Dawn of July 15, 2018, for the job of medical representative, I beg leave to apply for the said post. I am giving below a summary of my qualification and experience below. I hope you will find in me the man you are searching for your medicine firm.

1. I did my graduation in pharmacy from Punjab University in 2015 with distinction. I topped the list of successful candidates and won a gold medal.
2. I went for higher studies to U.K. and earned the degree of MSc in pharmacy from London University of medical sciences.
3. My interest in medicine and drugs took a leap as my father was a doctor and under his guidance, I learnt what others cannot.
4. I worked as a medical representative with X.Y.Z firm for a year. The firm commands great reputation and good name in the field of medicine.
5. I am an energetic young man of 29 and has great command on English. My speaking and writing power in English has always been admired by my friends and colleagues. I have always been inspired to work with you. If I am selected as medical representative of your firm, I am sure to prove an asset to it. I hope to work with you with sincerity and devotion.

Yours sincerely,
A.B.C

Bio - data of A.B.C

Please write the Bio-data, similar to other job applications.

8. Write an application to the Manager of some firm Job for the Post of an Office Assistant (Clerk)

The General Manager,
Allied Corporation,
Lahore.

Examination Hall,
A.B.C. City,
Jun 15, 2018.

Subject: **Job for the post of an office assistant (clerk)**

Sir,

I understand that you need an office assistant for your business concern who can promote your business and help you in official and business correspondence. As desired by you, I give below a resume (خلاصہ) of my qualification and experience for your kind consideration.

1. I graduated in commerce with distinction from Punjab University in 2005.
2. I am a diploma holder of computer science from Patroman College, Lahore.
3. I can speak and write English fluently on any topic connected with business and marketing fields. I am well versed in writing articles in Urdu and English. I can translate all sorts of articles dealing with literary, social and economic problems in an idiomatic and artistic manner.
4. I have been connected with the publishing and printing work with 'Alflah' publishers for six months. There I learnt all the complexities of modern printing.

I shall be grateful to you if you give me an opportunity of interview to have a better judgement of my person, qualification and experience.

Yours sincerely,
A.B.C.

Bio data in repsect of A.B.C

Qualification:

1. Graduated in commerce from Punjab University.
2. A diploma holder of computer science.

Special Qualification:

Diploma holder in the English Language for A.B.C college London.

Extra- Curricular Activities:

1. Was a member of the editorial Board of College magazine.
2. Was a member of debating society.
3. Wrote articles in Urdu and English on different topics.

Experience:

Worked in the Alflah printing press for six months.

Personal details:

Age 30 years- Health- good

Bio - data in respect of A.B.C

کل Applications کی طرز پر لکھیں

Application for jobs for Practice

Wanted Urgently

1. Office secretary Cum counter staff. Education B.A must be fluent in English typing knowledge, additional qualification. Apply to Fresh Travels LImited. Sunderland.

Required Immediately

2. Marketing executives for the sale of Technical books, Graduate with appealing personality. Apply to P.O.Box 123 Lahore

Wanted Urgently

3. A store keeper by a reputed company of medicine base at Islamabad Qualifications at least. FSc. pre-medical. Apply to Farabi stores P.O. Box 2021. Lahore. Handsom salary.
4. A multi national company requires immediately active graduates interested in a big career with chances to be posted around the middle East Despatch your. (C.V. + one photo to Al Aqsa 7 Diplomatic Enclaves. Islambad.

Wanted Sales Assistant

5. The job requires extensive touring in Punjab and N.W.F.P only graduates should apply with Biodata to Al Shaheen Associates Ltd. P.O.Box 786, Lahore

Wanted

6. A world renowned, high ranked Korean company in Pakistan invites applications for the following posts for its Pakistan Branch. Islamabad, Female Secretary to G.M.

Required Immediately

7. For a challenging job, a hardworking graduate with knowledge of accounts. Apply to the Sevils P.O. Box 786 Lahore.

Wanted Immediately

8. A reputed fast growing company Sales Representative. Minimum qualification Graduate. Send application to Box. no. 1195 C/a Rooznamaha.

Graduates wanted urgently As

9. Office assistants having good command of English typing and drafting experience will be considered and additional qualification. Salary negotiable. Apply to Shaeedulla and Sons Ltd. 43 Chauoburji Rd. Lahore.

Write an application to the G.M Pakistan Television for appointment as programme producer.

Write an application to the General Manager of a company for appointmant as an accountant.

Wanted

Accounts clerk in a well established Multi National firm P.O.Box 450 Islambad. (P.U. 2004)

Write an application to the Director of Education for the post of an English teacher.

Write an application to the following advertisement.

Wanted active and smart young graduate lady to work as telephone operator in a Multi National Company P.O.Box 45. Lahore.

(b) Official Applications or Official Letters

Applications to the principal of a college

Solved Examples

9. An application to the Principal for character Certificate:

Write an application to the Principal of your college asking him to issue a character certificate for applying a job.

Examination Hall,
A.B.C. (City).
May 11, 2018.

The Principal,
Government College,
Lahore.

Sir,

I may like to request you to issue me a character certificate. I need it to apply for some job. The following are the facts about my stay in the college.

1. I joined the college as 1st, Year student in September, 2014 and stayed there till 2018. I passed the Inter Examination with distinction (امتیاز) in 2016. I secured high first class and obtained a scholarship.
2. I passed my B.A Examination in first division in 2018. I have been a regular student of your college and attended the classes regularly. I took almost all the tests and examinations held in the college for my classes and passed all of them with distinction.
3. I have been a member of the college cricket team. I played all the matches and my performance in them was very good.
4. I have been a member of the debating society of the college. I took part in a number of debates held in the college.

I won many prizes in the debating contest.

My behaviour with the teachers was excellent. I followed rules of college discipline quite faithfully. There is no complaint against me, either from the teachers or from the boys.

Kindly enter all these things in my certificate and issue it as soon as possible.

Yours sincerely,
X.Y.Z

Against bad condition of college library

10. Write an appication to the Principal about the bad condition of your college library.

Examination Hall,
A.B.C.
July 15, 2018.

The Principal,
Govt. College,
Multan.

Subject: **Bad condition of the College Library**

Sir,

I want to draw your kind attention towards the bad condition of our college library. Our college library is situated on the road side. The peace and serenity (سکون) of the library is disturbed by the fast speeded vehicles and noisy automobiles. A college library is a place of learning, but unfortunately our library has become a graveyard of learning. Due to its bad location, the students do not visit it and study any magazine or newspaper.

The broken chairs and dusty tables of the library leave a very bad influenc on the visitors. The library is seldom swept or cleaned. The book shelves are not arranged in order. The students face great difficulty in searching a book. There is no catalogue (کتابوں کی فہرست) of books in the library.

Books on important subjects like computer, literature, art and science are not sufficient in number. Most of the good books are taken away by the college staff and they do not return them in time. Books on poetry and short stories do not find way to the library . It is unfortunate that no monthly or weekly magazine comes in the library. The college library abounds in (کثرت میں ہونا) old books which do not have latest knowledge on any subject.

The college librarian is an old man of grumbling (شکایت کرنے والا) nature. He does not stimulate the interest of the students to study books. He is a dry and bore person. He does not help and guide the students in the selection of books. He is a man quite hostile to (دشمن) things of learning and knowledge.

Kindly look into the affair of the college library and improve its condition.

Yours sincerely,
A.B.C

EXERCISE 1

Exercise for Practice

(With HINTS) For the Beginners

Attempt the following application, written to the Principal of your college, with the help of **Hints in Urdu and English.** Please enlarge the **Hints.**

11. Write an application to your Principal for remission of fine.

HINTS:

First of all write down that you did not attend the college during the month. Then descibe the reason for it. Mention the amount of the fine and ask the Principal to remit it.

ترجمے کی مدد سے **Application** لکھیں۔

۱۔ میں مودبانہ درخواست کرتا ہوں۔ **With due respect, I beg leave to state** کہ میں فروری کے آخری دو ہفتے کالج نہیں

آسکا۔ میں برونکائٹس **(bronchitis)** اور نمونیہ **(pneumonia)** کا شکار ہو گیا تھا۔ **(suffered from)**

۲۔ میں ایک دور افتادہ گاؤں میں رہتا ہوں۔ **(far off village)** اس میں کوئی ڈاک خانہ بھی نہیں **(There is no post office)**

اس لئے میں ڈاک کے ذریعے بھی درخواست نہیں بھیج سکا۔ I could not post my application.

۳۔ مسلسل غیر حاضری کی بنا پر مجھے سو روپے جرمانہ ہو گیا۔ I have been fined Rs. 100/-

۴۔ میں ایک غریب آدمی کا بیٹا ہوں۔ جرمانے کی رقم ادا نہیں کرسکتا۔ میں اپنی درخواست کے ساتھ میڈیکل سرٹیفکیٹ منسلک کر رہا ہوں۔

I am enclosing a medical certificate with the application.

۵۔ مہربانی فرما کر میرا جرمانہ معاف کر دیا جائے۔ **(Remit)** Kindly the fine may be remitted.

☆☆☆☆

12. Write an application to the Principal of the college for the gant of leave from the college:

HINTS:

I beg leave to state that. ....

(Mention the death of your grandfather)

میں مودبانہ درخواست کرتا ہوں کہ آج صبح اچانک میرے دادا جان کا انتقال ہو گیا ہے۔ یہ بات ہمارے لئے بہت المناک ہے۔ **(is very tragic for us)** اس کی بنا پر میں کالج نہیں آسکتا۔ آپ سے درخواست ہے کہ آپ تین دن کے لئے یعنی دس مارچ سے بارہ مارچ تک کالج سے میری غیر حاضری کو معاف فرمائیں۔ **(May kindly be excused)**

☆☆☆☆

13. Write an application to the Prinicipal of your college complaining to him against the shortage of drinking water facilities inthe college.

(Please tackle this application on the following lines)

HINTS:

1. Our college is the biggest college of the city.
2. Unfortunately it does not have adequate facilities of drinking water for a large number of students.
3. There is only one electric water cooler in the college.
4. The students rush to the college canteen to drink cold water but they are offered soft drinks instead of water.
5. The refreshment is very costly and injurious for health.

۱۔ ہمارا کالج شہر کا سب سے زیادہ پرہجوم کالج ہے۔

One of the overcrowded colleges of the city.

۲۔ اس میں چار ہزار سے زائد طالب علم علم حاصل کرتے ہیں۔

۳۔ لیکن بد قسمتی سے (Unfortunately) کالج میں ایک ہی الیکٹرک واٹر کولر نصب ہے۔ (installed) اور وہ بھی مین بلڈنگ سے کافی فاصلے پر واقع ہے۔
(One electric water cooler is inadequate)

۴۔ پانی پینے کے لیے طلبا کو عام طور پر کالج کی کینٹین میں جانا پڑتا ہے۔
(Have to go to the college canteen)

۵۔ وہاں پر ٹھنڈے پانی کا کوئی انتظام نہیں ہے۔ مجبوری کی بنا پر (Under necessity) انہیں سافٹ ڈرنک پینا پڑتا ہے۔ (Have to drink the soft drinks) اور مزید براں وہ غریب طالب علموں پر غیر ضروری بوجھ ہیں۔ (unnecessary burden on poor students)

۶۔ ہمارے کالج کے لیے کم از کم چار واٹر کولرز ہونے ضروری ہیں۔

There must be four electric water coolers for our college.

آپ سے درخواست ہے کہ آپ کالج میں چار واٹر کولرز کو نصب کرنے کے احکامات جاری کریں۔ یہ واٹر کولرز کالج کی مین بلڈنگ کے آس پاس ہوں تو طلبا کے لیے سہولت کا باعث ہوں گے۔

(Comfortable for the students)

☆☆☆☆

14. An application to the Principal about the college canteen.

HINTS:

1. First of all, write about the nature of your college, the biggest college of the city.
2. Then mention the lack of facilities provided to the students about the college canteen.
3. The college canteen is situated at the road side. The outsiders also visit the college canteen.
4. The building is old and offers signs of wear and tear. **Then mention the state of cleanliness of the canteen.**
5. **The nature of food articles fresh or stale.** Write that the stale food stuff spreads many ailments...Two students died due to eating of poisoned and stale food.
6. The rates of the food supplied in the canteen are very high.
7. Milk is not available in the morning. The boys cannot take breakfast in time as the manager of the canteen comes late.

EXERCISE 2

Exercise for Practice
(Without HINTS)

Write an application to the Principal of your college asking him to take to task the outsiders, who have ruined the law and order situation of the college.

Write an application to the Principal of your college drawing his attention to the bad condition of college play grounds.

Your college has not boundary wall. Point out to the Principal of your college the disadvantages of not having a boundary wall of the college.

Your college does not provide to the students a cycle stand. Ask your Principal to make arrangements for a cycle stand.

☆☆☆☆

(c) Applications to the Police Officers (Solved)

An application to the S.S.P on the loss of motor cycle

15. Write a letter to the S.S.P reporting the loss of your motor cycle:

Examination Hall,
A.B.C. (City).
May 19, 2018.

The S.S.P,
Multan.
Subject: **Loss of motor cycle.**

Sir,

I beg leave to submit to you that I lost my motor cycle outside the Neelam Shopping Plaza. On Thursday evening, I parked it outside the plaza and went inside to buy some daily provisions (روزمرہ) of life. When I came back from the shopping plaza, I was stunned (ششدر رہ گیا) to see that my motor bike was missing, I searched it all around but I did not find it.

I would request you to register my report about the loss of my motor bike and make efforts to search it. My lost motor bike was a new one. I purchased it a few months ago. Its chasis No. is E 16923. I am enclosing herewith the necessary documents regarding the purchase and makeup of the motor cycle. I am a poor student and the loss of my motor bike has greatly upset me. I bought it out of my pocket money. I do not afford to buy a new one.

Yours sincerely,
X.Y.Z.

About increasing rate of street crimes

16. Write an application to the D.I.G of the city about the increasing rate of street crimes. (Land and order situation)

The D.I.G.
Multan.

Subject: **Law and order situation of the city.**

Sir,

I want to bring to your kind notice some important facts about the increasing rate of street crimes.

The streets crimes are on the increase. People are looted and robbed on their way to work. Last evening, many people were deprived of their mobile phones and money. People going to mosques for saying their prayers, at night are looted at gun point. The streets of every area in the city have become dens of criminals and law breakers.

Many cases of kidnapping(اغواء کے واقعات) have taken place during the last month. Four children have been abducted(اغوا کرنا) while they were on their way to school. They were put to great persecution(زیادتی، ظلم). They were beaten mercilessly by the kidnappers(اغوا کرنے والا). Two of them were released by the kidnappers for handsome ransom(تاوان). The other two were killed. This was a horrible(خوفناک) punishment for their parents.

A family coming from a marriage party was deprived of its valuables by unknown criminals. The ladies were deprived of ornaments at gun point. A lady doctor Miss Neelam was murdered brutally(ظالمانہ انداز) by the terrorist(دہشت گردی) for unknown reasons.

The people feel nervous(گھبراہٹ کا شکار) and worried(پریشان) at this situation. Kindly try to better the law and order situation of the city and restore(بحال کرنا) the confidence(اعتماد بحال کرنا) of the people.

Yours sincerely,
X.Y.Z.

17. Write an application to the Inspector General of police against the rude and harsh behaviour of a sub-inspector.

The Inspector of Police
Lahore

Sir,

It is submitted respectfully that the sub-inspector Police posted in our police station is unnecessarily embarrassing the people living in his area. He has become a permanent source of trouble for the people. He accepts bribe from the people who go to him to seek justice in disputes. He shows no sympathy to the people who have been robbed of their goods by the thieves. He does not perform his duties honestly. He is a greedy person. He always plans to make money by fair or foul means. The inhabitants of the area have become tired of him. He adopts a harsh attitude towards the people. He is unduly strict to the peaceful citizens. The people of the area desire that he may be transferred immediately. An inquiry should be instituted against him and he should be punished for negligence of duty.

Yours sincerely,
X.Y.Z.

About Drug trafficking

18. Write an application to the D.P.O. about drug trafficking in your area.

Examination Hall,
City: A.B.C.
April 21, 2018

The D.P.O Lahore
Subject: Drug Trafficking

Sir,

I want to bring to your kind notice that drug trafficking has been going in our city for the last many months. The A.B.C area of the city has become a den of crime for the smugglers of drugs. Drug trafficking is on the increase. Drug of all kinds are brought into the city from the different parts of the country. The smugglers are so dare devil that they smuggle sophisticated (حاں) drugs into the country from foreign countries. These drugs belong to the category of heroin and hashish. The sell them at a very high price to the pharmacists and drug addicts. It has also been observed that they smuggle these drugs to other countries also.

The drug addicts in the city are increasing day by day. The increase in crime rate may be traced to drug trafficking also. You are requested to make special arrangements to control drug trafficking.

Yours sincerely,
A.B.C
(A member of N.G.O.)

Against terrorist activities

19. Write an application to the D.I.G. for taking security measure against terrorist activities in your area.

Examination Hall,
A.B.C.
March 10, 2018.

To
The D.I.G.
A.B.C (Division)
Punjab

Subject:Security measures against acts of terrorism.

Sir,

You are well aware that terrorism has gripped our city. It has shaken every body. During the last two weeks, many acts of terrorism and violence (تشدد) have taken place in the city. A bomb blast which took place in the Grain Market two weeks ago caused heavy loss of property and lives. Last Sunday, the police station was attacked and a large number of trained policemen were killed in the incident. On Tuesday, a bus of school children was hijacked by the militants. (عسکریت پسند) Thank God, due to the timely bravery of local police, we were saved from a great disaster. (بڑی تباہی) A suicide attack took place at the Bilal Mosque during Friday prayers. A large number of devotees were killed in the incident.

The recent spate (چڑھاؤ) of terrorism has shaken and worried everybody. The educational institutions have been closed. This has generated panic and fear in the public. People do not move from their homes due to fear and panic (افراتفری) spread in the city. The markets and bazaars of our city have become dull and still. It seems as if some evil spirit or ghost (بھوت) had haunted the city.

Sir, how long can we live in such a fear stricken atmosphere. (خوف زدہ ماحول) You are requested to chalk out a comprehensive plan to protect the life and property of the people. The security measures, thus suggested, may kindly be executed in letter and spirit.

Yours sincerely,
A.B.C

EXERCISE 3

Exercises for Practice

20. Write an application to the S.H.O. Gulberg Police Station about a daylight robbery in your house.

HINTS:

1. I want to bring to your kind notice that a daylight robbery took place in our house on Tuesday.

۱۔ ہم سب لوگ سول ہسپتال میں اپنے چچا کی عیادت کے لئے گئے ہوئے تھے۔ **To look after our uncle** گھر کو مکمل طور پر تالا لگا ہوا تھا۔

۲۔ جب ہم واپس آئے تو ہم یہ دیکھ کر ششدر رہ گئے کہ سارا گھر کھلا پڑا تھا۔

We were stunned to see.

۳۔ ہم اندر گئے تو ہم نے دیکھا کہ گھر کی تمام الماریاں، سیف اور سوٹ کیس کھلے پڑے تھے۔

Were found unlocked.

۴۔ یہ ایک دن دیہاڑے ڈاکے کا کیس تھا۔ **A day light robbery** ڈاکو گھر کا تمام سامان لے گئے تھے۔
اس میں ٹی وی، وی سی آر، زیور اور نقدی شامل ہیں۔ نقصان کا اندازہ تقریباً چار لاکھ روپے ہے۔ **the loss amounts to four lakh**
ہمارے لئے یہ بہت بڑا نقصان ہے۔ **A great loss** یہ ہماری بیٹی کے جہیز کا سامان **dowry** تھا جس کی شادی چند دن بعد ہونے والی تھی۔ **was about to take place** اس ڈکیتی نے ہمیں بالکل تباہ کر کے رکھ دیا ہے۔ **Has utterly ruined us**

21. Some young boys of bad character stand in front of the women college. They tease the girls and harass them. Write an application to the D.I.G Police to make an end of this nuisance.

HINTS:

1. We, the girls of women college...... want to bring to your kind notice that some young boys of bad character have been teasing and harassing (پریشان کرنا) the girl students for the last some many days.
2. We reported the matter to the college authorities but they did not show any interest in it.
3. Education for the girls is becoming very difficult. These young boys look to be dare devils. They stand in front of the college gate and tease the girl students without any fear of being caught.
4. They pass indecent and vulgar remarks. They sing vulgar songs and dramatize the love scenes of films
5. Last Monday, they snatched away the purse of a young girl student and slipped away.

☆☆☆☆

22. An application to the S.S.P of the city about the loss of your child, who did not return home after the school time.

HINTS:

1. We want to lodge a report against the loss of our son Ahmad, who did not come to home after the school time on 16th April, 2014.
2. We searched him every where but did not find any definite clue about him.
3. The only clue (سراغ) which we got was from his friend Ali, a resident of 39 Gulberg, who reported to have seen him going with an unknown man along the canal.
4. It seems to be a case of kidnapping as many young boys have been kidnapped in this week.
5. The loss of our only son has completely shaken us and landed us into a state of grief and misery.

(Enlarge it and finish it with a request to recover the child)

☆☆☆☆

EXERCISE 4

Exercise For Practice

Without Hints

4. Write an application to the S.H.O Gulberg Police Station about the loss of your dog.
5. Your new neighbour has ruined the peace of the residents of the streets with playing on film songs on a loud speaker. Write an application to D.I.G Police asking him to stop his.
6. You have been looted and robbed while on your way to home by a group of vagabonds. Write an application to S.H.O Police station A.B.C., reporting to him the whole matter.
7. You have been challaned and insulted by the sergeant traffic police without any tangible reason. Write an application to D.I.G Traffice Police complaining against his rude behaviour.
8. Suppose yourself a police inspector. Ask the I.G Police to increase your rank and give you special award for an act of bravery you have shown in an encounter with the dacoits.

☆☆☆☆

(d) Applications to G.M. Sui Gas

23. Letter (application) to the general Manager Sui Gas about the installation of gas in your colony. (V.Imp)

Examination Hall,
A.B.C. (city).
June 6, 2006.

The General Manager,
Sui Gas Department,
Faisalabad.

Subject:Installation of Suigas.

Sir,

We, the residents of Civil Lines want to bring to your kind notice that we are being deprived of (محروم ہونا) Sui Gas for the last many years. Most of the people of our colony are poor: They are salaried people. They cannot afford to use coal or kerosene oil (مٹی کا تیل) within their limited sources of income. It is a thickly populated area (گنجان آباد علاقہ). If Sui Gas connections are given to every house, it will fetch great revenue (محاصل) to the company. Moreover, the main Sui Gas pipeline is passing through the main bazAar of our colony. The company will not have to incur (برداشت کرنا) any extra expenditure (زائد خرچ) on laying out (بچھانا) the pipes. The residents of the colony are also willing to pay half of the expenditure to the company.

It is requested that the connections may be given to the residents as soon as possible.

Yours sincerely,

X.Y.Z.

EXERCISE 5

Exercise for Practice (With Hints)

24. Write an application to the General Manager Sui Gas about the leakage of Sui Gas at your residence.

HINTS:

1. Leakage of Sui gas has been taking place at the metre for the last four days.
2. It is very dangerous for the life and property of the residents of the street.
3. Its smell is offensive and pungent (ناخوشگوار).
4. It is likely to increase the bill for the current month.

☆☆☆☆

25. Write an application to the General Manager Sui Gas about loadshedding of Sui Gas in winter during morning and evening hours.

HINTS:

1. **First of all,** write a note about loadshedding in winter.
2. Morning hours are very chilly ..... breakfast is disturbed. the school going children are affected. The evenings are also very foggy and cold.

☆☆☆☆

(e) An application to Executive Engineer Electricity.

26. Write an application to the Executive Engineer Electricity about power failure in your locality.

Examination Hall,
A.B.C. (city),
June 15, 2010.

The Executive Engineer, (Electricity),
A.B.C. (Division)
L.D.C (city)

Subject: **Power failure.**

Sir,

I want to invite your attention to the frequent break down of electricity in our locality. I live in Civil Lines area. People lodge complaints (شکایت کرنا) everyday. I think, the S.D.O is responsible for this sad state of affairs. He seldom pays attention to the complaints sent to him. The supply of electricity is disconnected (منقطع کرنا) in the extreme hot climate for hours together during day and night. People perspire (پسینہ آنا) and feel great trouble at it.

The students preparing for the examination are the worst sufferers. They are busy in their study for the next day's paper. All of a sudden, the electricity goes out to the utter disappointment of every one (مایوسی).

The failure in the supply of electricity also affects (متاثر کرنا) the supply of water. We have asked the S.D.O to streamline the supply of electricity. But he has not heeded to our request. He may be replaced by some more efficient (ماہر) and competent man. I request you to ensure (یقینی بنانا) the regular supply of electricy as soon as possible.

Yours sincerely,
X.Y.Z.

☆☆☆☆

EXERCISE 8

Exercise for Practice

1. Write an application to the S.D.O Electricity about installation of electricity metre at your residence.
2. Write an application to the S.D.O Electricity, lodging a complaint against a line man.
3. Write an application to S.D.O Electricity of your Sub Division about overbilling.

☆☆☆☆

(f) Application to the Director, Telephone

27. Write a letter application to the Telephone Department for wrong billing.

Examinatin Hall,
A.B.C.
May 17, 2018.

The Director,
Telephone.
Faisalabad.

Subject: **Wrong Telephone billing.**

Sir,

I want to bring to your kind notice a very serious matter about the wrong and excessive telephone billing. I am a salaried person with modest means of income. I have received an abnormal bill of Rs. 5,000/- for the month of April, 2018. This bill is nerve shattering (اعصاب شکن). I keep my telephone set under lock and key. I have very rare social contacts (معاشرتی تعلقات). Being a man of average means. I simply do not afford to make direct calls.

Moreover, in the month of April, the members of my family were away from the house. The premises of the house remained locked. I have been using this telephone for the last five years. I have always received bills to the tune of four hundred rupees for a month. The bill for the month of March is quite wrong and excessive. Kindly correct it as soon as possible.

Yours sincerely,
X.Y.Z.

☆☆☆☆

EXERCISE 7

Exercise for Practice (With Hints)

28. Write an application to the D.E. Telephones about the installation of telephone at your residence / clinic / shop.

HINTS:

1. Write a few lines on the need of telephone in the modern age.
2. Every body in your street enjoys the facility of telephone except you. (Please Mention some losses. Hardships which you suffer without telephone.
3. Mention about your parents who live in another city or about your son..who has gone to America for further studies .... your have to disturb your neighbour to receive their calls.
4. You are greatly worried about the health of your parents ...your contacts with your relatives, friends and dear ones have suffered a lot ...mention how you feel lonely with out social contacts.
5. In the end, make a request to install a telephone at your residence.

☆☆☆☆

29. Write an application to D.E. Telephones about your telephone which has been lying dead for the last one month.

WITH HINTS:

- I want to bring to your kind notice that.....

Has been installed at my residence. ..... میرا ٹیلیفون نمبر 49371 جو میری رہائش گاہ ماڈل ٹاؤن 'سی' میں نصب ہے۔

Have lodged a complaint. پچھلے ایک ماہ سے خراب ہے میں نے اس سلسلے میں محکمے کو کئی دفعہ شکایت کی ہے۔

15 دسمبر 2010ء کو ایک رجسٹرڈ لیٹر ارسال کیا ہے۔ Sent a registered letter جس میں ٹیلیفون کے خراب ہونے کے بارے میں لکھا ہے۔

ابھی تک ٹیلیفون ٹھیک نہیں ہوا۔ has not been put to order

لیکن بدقسمتی سے Unfortunately جبکہ ٹیلی فون مکمل طور پر مردہ ہو چکا ہے۔ has been lying dead موجودہ دور میں

افسوس ناک بات یہ ہے کہ ٹیلی فون کا بل بدستور آ رہا ہے۔ Who can denounce the utility and need of telephone. ٹیلی فون کی ضرورت اور افادیت سے کون انکار کر سکتا ہے۔

اور میرا اپنے رشتے داروں اور دوستوں سے رابطہ ختم ہو چکا ہے۔ has been cut off

ٹیلیفون خراب ہونے کی وجہ سے میرا کاروبار تباہ ہو چکا ہے۔ Has been ruined

مہربانی فرما کر جلد از جلد ٹیلیفون کو درست کیا جائے rectify the telephone as soon as possible.

(g) An application to the Secretary Education (Solved)

30. Write an application to the secretary Education for the opening of a primay school for girls in your village.

Examination Hall,
City. A.B.C.
May 17, 2018.

The Secretary Education,
Punjab.

Subject: **Opening of a primary school for girls.**

Sir,

We, the residents of Chak No. 10 R.B. District Faisalabad want to bring to your kind notice that there is not any primary school for girls in our village. The Government of Pakistan is trying its utmost to spread education to every nook and corner of the country. The literacy rate (شرح خواندگی) in our country is very low. It is very sad that in this age of knowledge, our village is going without female education.

Most of the parents keep their daughters uneducated and ignorant, However, some of the rich parents send their daughters for education either to cities or to the neighbouring village. This is a very hard exercise for all of us.

A school can be opened in our village without spending much. There are many vacant buildings of the Government in our village. They can be utilized (استعمال کرنا)for the opening of a school. The problem of female teachers can also be easily solved. There are many educated girls sitting idle in their homes. They can be employed as teachers. We hope that you will give due consideration to our request.

Yours sincerely,
X.Y.Z.

(h) Applications based on University papers (Solved)

31. Write an application to the Secretary Higher Education for grant of scholarship for higher studies. P.U. 2005

Examination Hall,
A.B.C. City
July 15, 2018.

The Secretary,
Higher Education,
Punjab.

Subject: Grant of scholarship for higher studies.

The Govt. of Great Britian has invited applications for the grant of scholarship for higher studies in their country. They have offered this scholarship to all the professionally talented students. The advertisement has appeared in all the leading Urdu and English newspapers of the country on June 27, 2010. The scholarship is supposed to be enjoyed by those students who have topped the list of successful candidates in the field of law, medicine, commerce, science and agriculture. Fortunately, I fall in the category (?) of students who can avail themselves of this opportunity. A summary or resume of my educational career is given below.

i. I did my graduation in commerce from Hailey College of Commerce and topped the list of successful candidates.
ii. I did my Master in commerce from Oxford college, Karachi and was declared Ist among the successful candidates.
iii. I got a degree of M.B.A (Finance) from Lumps University, Lahore. I got first class in this.
iv. I won three gold medals in my academic career.
v. I took an active part in extra curricular activities and was declared the best debator of the Hailey College of Commerce. I played cricket in the college and got a certificate as the best opening batsman

Keeping in view, the above mentioned facts, my name may be included in the list of those who are competing for a scholarship abroad.

Yours sincerely,
X.Y.Z.

Applications to the Nazim or Chairman of Municipal Corporations (Solved)

About Shortage of Water

32. An application to the Nazim about shortage of water.

Examination Hall,
A.B.C.
May 15, 2018.

The Nazim,
Municipal Corporation,
Lahore.

Subject: SHORTAGE OF WATER

Sir,

I wish to bring to your kind notice that the residents of Iqbal colony situated on the college road, face the shortage of water in their colony.

The scarcity (کمی)of water has resulted into great restlessness for the people of the colony. Most of the inhabitants are angry and worried at this miserable supply of water. They do not get enough water to clean their bodies and wash their clothes. Last morning, they had not sufficient water for Fajr prayer. It is a very hot and sultry(گرم) weather. One perspires (پسینہ آتا ہے) severely in this scorching heat. It is very difficult to avoid bathing in the weather.

Moreover, more water is required for drinking purpose also. It is unfortunate that water is supplied to the houses for a very short time. It is just one hour in the morning and one hour in the evening that the water is supplied.

The quality of water is also very doubtful. Mostly water is contaminated (گدلا). The pressure of water is very low. It does not reach the tanks at the second storey.

Water, you know is the basic necessity of life. One cannot live without it. I request you to look into the matter and improve the supply of water.

Yours sincerely,
A.B.C

For opening a dispensary

33. Write a letter to the District Health Officer informing him about the need for opening a dispensary in your area.

Examination Hall,
A.B.C.
Jun 12, 2018.

To

The District Health Officer,
A.B.C.

Subject: OPENING OF A DISPENSARY

Sir,

I want to bring to your kind notice that there is no dispensary in our village. Our village ' Jamra' is situated at a distance of twenty miles from the city A.B.C., The village is not linked with the city by any road or railway track. It is a far off village. The main population consists of poor people. There is no medical facility in this city. People have to travel a long distance to reach the free dispensary in the city A.B.C. They have to suffer the rigours (سختیاں) of bad weather to reach the city. The emergency cases meet with a bad end. Many people die of serious ailments (بیماریاں) for want of treatment. Last month many people died of heart attack. Women and children are the worst sufferers (بدترین مصائب کا شکار).

The children die for want of adequate (مناسب) treatment. Many of them lose their life when they are transported to the city. Kindly visit the village and have a first rate knowledge about the health of poor people.

Kindly set up a free dispensary in our village and solve the long awaited problem of the people.

Yours sincerely,
A.B.C.

Neglected gardens and parks of the city

34. Write an application to the Nazim Ala of your city about the neglected gardens and parks of your city.

Examination Hall,
A.B.C.
May, 12, 2018.

The Nazim Aala,
Lahore

Subject: **Neglected condition of gardens and parks of the city.**

Sir,

I want to bring to your kind notice some sad facts about the neglected condition of gardens and parks of the city.

Our city has many gardens and parks. Once it was called the city of gardens. But unfortunately, most of the gardens offer the sight of a haunted place (آسیب زدہ جگہ). They have gone deserted (ویران) and barren (بنجر). The grass has withered (مرجھا جانا) in many gardens. Some of the gardens do not have proper fences (باڑیں). They have become dens for gamblers (جوا کھیلنے والے) and criminals. (جرائم پیشہ) The wild animals, like buffaloes, dogs and cats wander through them without any hindrance. (رکاوٹ)

Sir, the gardens beautify a city. They reflect the culture and civilization of a nation. They are needed for the refreshment and good health of the people. The green branches of trees, beautiful flowers and dew drops lying on the grass are indeed a lovely sight to the visitors. They provide fresh air to the sick and refresh the spirits of tired people. It is unfortunate that we are wasting a lot of money on unnecessary pursuits (غیر ضروری مشاغل).

Money must be spent to increase the charm of beauties of Nature. It is expected that you will spend some amount of money on the beautification of the neglected gardens.

Yours sincerely,
A.B.C.

An application to the Chairman Municipal Corporation

35. Write an application to the Chairman Municipal Corportation regarding the unhygienic (غیر صحت مندانہ) condition of the place where you live. (V.Imp)

Examination Hall,
A.B.C. (city).
February 14, 2018.

The Chairman,
Municipal Corporation,
A.B.C. (city).

Subject: **Unhygienic condition of the area.**

Sir,

I may like to invite your attention to the bad insanitary condition (غیر صحت مندانہ) of my locality. It is populated by the educated and respectable citizens. I am sorry to state that this area offers the ugliest (بدنما) sight.

The streets of the area are full of cavities (گڑھے). Heaps of dirt are seen lying here and there. The sewerage system (نکاسی آب) has become defective (ناقص). Pools of stagnant water (ساکن پانی) are found every where. Mosquitoes (مچھر) and flies (مکھیاں) breed on (جنم لیتی) them. They may spread epidemics (وبائی امراض). The streets are not cleaned regularly. The sweeper is a careless person and does not come to clean the streets for weeks together. I have brought this matter to the notice of the sanitary inspector but he has paid no attention to it. Now I approach you with the request to order the concerned staff to make our locality clean and worth living.

Yours sincerely,
X.Y.Z.

36. Write an application to the District Health Officer about the absence as well as maltreatment of doctors of rural areas with the patients.

Examination Hall,
A.B.C City.
July 15, 2018.

The District Health Officer,
Lahore.

Subject:Complaint about poor condition of medical in rural areas and maltreatment of doctors.

Sir,

I want to draw your attention to a very serious problem which the people of rural areas face. It is related to the medical facilities and the conduct of doctors. Our villages do not have sufficient number of dispensaries and health centres. The poor and uneducated people of the villages have to suffer many hardships in getting medical treatment. The health centres are ill equipped.

They suffer from shortage of medicines and doctors. A few doctors who are available do not behave properly with the villagers. They are uncivil (غیر مہذب) and harsh. They do not check the patients in a sympathetic manner. It is very unfortunate that in an Islamic country like ours, the poor patients are neglected so woefully (غمناک طرح).

Kindly look into the matter and set the things right. You will be blessed by God if you help the poor and the needy.

Yours sincerely,
A.B.C.

Against bad condition of city graveyards

37. An application to the Nazim Ala of your city about the neglected condition of grave yards.

Examination Hall,
A.B.C,
July 22, 2018.

The Nazim Ala,
A.B.C (city)

Sir,

I want to bring to your kind notice the neglected and bad condition of the grave yards of the city. Almost all the graveyards of the city present an ugly and dirty (outlook. They seem to be a tract of ruined and wasted piece of land. They are sorrowfully neglected by the administration of the city. All of them are without boundary walls. The graves of our ancestors (آباؤاجداد) had either been washed away by rains or demolished (تباہ کرنا) by the grave diggers.

Animals like dogs, cats and rats are often seen there. The cattle pass through the graves without any hindrance. (رکاوٹ) The criminals, dacoits and terrorists have made these grave yards their dwelling places. They flourish their criminal activities from these grave yards. The animals wander over the graves of our forefathers and molest (بے حرمت کرنا) and disgrace the dead bodies. Some of the graveyards lack proper sanitary facilities.

They are not properly electrified. The grave diggers charge very high for the preparation of graves. Some of the grave yards do not have proper sheltered places to say funeral prayers. It is requested that a careful survey of these graves should be made by a powerful body and necessary steps should be taken to improve the situation.

Yours sincerely,
A.B.C.

EXERCISE 8

Exercise for Practice

38. Write an application to the Mayor Municipal Corporation about the bad condition of roads.

HINTS:

۱۔ شہر کے بازاروں کی تمام سڑکیں مکمل طور پر توڑ پھوڑ کا شکار ہو چکی ہیں۔

Have broken completely.

۲۔ لاہور جانے والی سڑک پر بے شمار گڑھے (ditches) پڑ چکے ہیں۔

Many ditches and cavities have appeared.

اس کی سطح ناہموار uneven ہے۔ گاڑیوں vehicles کو بے پناہ نقصان پہنچ رہا ہے۔

The passengers have to receive jolts and jerks.

مسافروں کو سفر کے دوران جھٹکے برداشت کرنے پڑتے ہیں۔ اور بیمار پڑ جاتے ہیں۔

Fall ill due to receiving jolts and jerks.

۳۔ سمندری روڈ بہت بری حالت میں ہے۔ **It is in a bad shape** دو سال پہلے اسے تعمیر کیا گیا تھا۔ حالیہ بارشوں میں یہ بالکل تباہ ہو چکی ہے۔

The recent rains have destroyed it completely.

۴۔ جڑانوالہ روڈ پچھلے کئی سال سے حالت تعمیر میں ہے۔ **under repair** اس پر ہر وقت گندا پانی کھڑا رہتا ہے۔ گندے پانی سے مختلف قسم کی بیماریاں پھیل رہی ہیں۔

Is the cause of many epidemics.

۵۔ سرگودھا روڈ پر بے شمار گڑھے پڑ چکے ہیں۔ اس سڑک پر بہت رش ہوتا ہے۔ یہ شہر کے وسط میں واقع ہے۔ کئی ایک سکول، کالج اور ہسپتال اس پر واقع ہیں۔ خراب سڑک کی وجہ سے لوگ بہت پریشان ہیں۔ **are greatly worried**

۶۔ اس کے علاوہ شہر کی تمام سڑکوں کی مرمت کی ضرورت ہے۔

CHAPTER 10

Formal Letter Writing

1. Letters to the Editor: (a) Instructions for writing a letter to the Editor

ایڈیٹر کو خط لکھتے وقت مندرجہ ذیل باتوں کا خیال رکھیں۔

۱۔ کاغذ کے دائیں طرف یا بائیں طرف 'The Editor' کے الفاظ لکھیں۔
۲۔ دونوں الفاظ کا پہلا لفظ بڑا لکھیں۔ یعنی The میں 'T' بڑا ہو اور Editor میں 'E' بڑا ہوگا۔
۳۔ بعد ازاں (,) Comma لگائیں۔
۴۔ دوسری لائن میں اخبار کا نام لکھیں اور اس سے پہلے The کا لفظ لگائیں۔ جیسے:
The Pakistan Times اور آخر میں (.) Full stop لگائیں۔
۵۔ تینوں الفاظ کے پہلے لفظ بڑے لکھیں۔ The کا 'T'۔ Pakistan کا 'P' اور Times کا 'T' بڑا لکھیں۔
۶۔ بعد ازاں (.) Full stop لگائیں۔
۷۔ تیسری لائن میں شہر کا نام لکھیں۔ مثلاً Lahore اور اس کے بعد (.) Full Stop لگائیں۔ Lahore کی بجائے ہم London یا New York وغیرہ بھی لکھ سکتے ہیں۔ چوتھی لائن میں ______ :Subject لکھیں۔
۸۔ آداب کی جگہ پر Sir لکھیں اور اس کے بعد (,) Comma لگائیں۔ ,Dear Sir مت لگائیں۔
۹۔ آخر میں خط ختم کرنے کے بعد Yours sincerely یا Yours truly لکھیں۔ اور (,) Comma لگائیں۔ Sincerely کا 's' چھوٹا لکھیں۔ جبکہ Yours کا 'Y' بڑا لکھیں۔

Your's Sincerely, (غلط ہے)
Yours sincerely, (صحیح ہے)

(Yours کے اوپر (,) Comma مت لگائیں۔)

☆☆☆☆

The Editor,
The Pakistan Times,
Lahore.
Sir,

....
....
....
....

Yours sincerely,
X.Y.Z.

☆☆☆☆

ایڈیٹر کے نام خط شروع کرنے کے لیے ضروری کلمات

Some useful sentences to start the letter

1. I want to enlighten the public opinion about the advantages of living a simple life.
2. I want to use the columns of your newspaper to throw light on the harms of smoking.
3. I shall be thankful to you if you very kindly publish the letter in your esteemed newspaper.
4. I want to enlighten the public opinion against the vices of ....,
5. Kindly publish this letter in your 'Daily'. I want to highlight the evils of / __________ importance of __________ the role of ________ موقع کی مناسبت سے کوئی سا لفظ لکھیں۔

خط میں کسی مسئلے پر بحث ہوتی ہے۔ اس مسئلے کی خرابیاں یا برائیاں بیان کرنے کے بعد دوسرے پیراگراف میں اس مسئلے کی اصلاح کے لئے کچھ مشورے دیں جن کو عام طور پر ایسے لکھا جا سکتا ہے۔

1. Let me give the following suggestions to improve the situation.
2. The following proposals will go a long way to rectify the situation.
3. Let us take the following steps to eradicate (ختم کرنا) the evil from the society.

Letter to the Editor اور Application میں فرق

Application کے اختتام میں مسئلے کے حل کیلئے ذمہ دار افسر سے درخواست کی جاتی ہے کہ وہ مسئلے پر ہمدردانہ غور کرے اور اسے حل کرے۔ اس میں اس افسر کو کسی قسم کا مشورہ نہیں دیا جاتا لیکن Letters to the Editor کے اختتام میں صورت حال کو بہتر بنانے کیلئے مشورے دیے جاتے ہیں۔

Format of a letter to the Editor

The Editor,
The Dawn.
A.B.C.
Subject: **Bad condition of roads.**
Sir,

Body

Yours sincerely,
لکھیں Roll No.
A.B.C.

یونیورسٹی پرچہ کو حل کرتے وقت اپنا نام کسی صورت میں بھی نہ لکھیں۔

Letter to the Editor کو لکھتے وقت نیچے دیے گئے اہم Points کو ایک نظر دیکھیں

1۔ پہلی لائن بائیں یا دائیں طرف صرف ایڈیٹر کا E بڑا اور The کا T بھی بڑا۔ بعد ازاں comma	The Editor,
2۔ دوسری لائن اخبار کا نام۔ The کا T بڑا اور اخبار کے نام کا پہلا لفظ بڑا	The Dawn.
3۔ تیسری لائن۔ شہر کا نام	Lahore.

Subject: ________	4۔ چوتھی لائن۔ بعد ازاں بائیں طرف لفظ **Subject** لکھیں اور **Colon** لگائیں۔
Sir,	5۔ پانچویں لائن۔ **Sir,** لکھیں اور **Comma** لگائیں
Yours sincerely,	6۔ آخر میں **yours sincerely,** لکھیں اور **Comma** لگائیں

مت لکھیں۔

۱۔ **Letters to the Editor** میں **Sir,** لکھیں اور **Dear sir,** مت لکھیں۔

۲۔ **To** لکھنے کا رواج ختم ہو چکا ہے۔ مت لکھیں۔

۳۔ **yours** کے اوپر **comma** مت لگائیں۔

۴۔ یونیورسٹی پرچے میں اپنی **Identity** مت واضح کریں اس لئے شہر کے نام کی بجائے **A.B.C** لکھیں۔

۵۔ **Examination Hall** یا **Address** مت لکھیں۔

ضرور لکھیں

۱۔ **The Editor** کے بعد **Comma**

۲۔ اخبار کے نام کے بعد **Full stop**

۳۔ شہر کے نام کے بعد **Full stop**

۴۔ **Sir** کے بعد **Comma**

۵۔ **yours sincerely** کے بعد **Comma**

۶۔ **Yours** کا **Y** بڑا

۷۔ **sincerely** کا **s** چھوٹا لکھیں۔

نوٹ: **Obediently** کو اب **Applications** یا **Letters** میں نہیں لکھا جاتا۔ اہل زبان اسے چھوڑ چکے ہیں۔

(b) Solved Examples

Letters to the Editor

1. Letter to the Editor of a newspaper on T.V. Programmes:
Write a letter to the Editor of a newspaper on T.V. programmes. (V.Imp)

The Editor,
The News.
Lahore.

Sir,

I shall be thankful to you if you publish this letter in the column of your esteemed (موقر) daily. Television is becoming very popular in every country. It has become a main source of entertainment (تفریح) and information. Its infuence is widespread and its charm (کشش) stands undefeated. It is very sad to note that the programmes on T.V. are neither entertaining nor informative (معلوماتی). They are dull and boring (بیزار کن). They do not add anything to our knowledge. Most of the plays move round the old theme of love, romance and adventure (مہم). Life in these plays is shown as a gay and beautiful drama. Scenes having sex appeal, vulgar dialogues (فحش مکالمے) and commonplace jokes have become the routine themes of these plays. They leave a harmful influence on the mind and character of young boys and girls.

The news bulletin is one sided and prejudiced (متعصب). It offers one sided propaganda in favour of the ruling party. The music programmes lack originality (جدت) and charm.

The new singers are introduced but they do not know the art of singing. The programmes of T.V. also lack educational value. They do not depict our culture (ثقافت) and ideology (نظریہ حیات) in their true colour. The following suggestions are given to improve them.

1. The programmes must reflect our culture and ideology.
2. Only hardworking producers and directors should be employed to conduct these programmes.
3. They must educate and guide the people on our social, economic and educational problems.

Yours sincerely,
X.Y.Z.

EXERCISE 1

Against vulgarity of films (Solved with Hints)

2. Write a letter to the Editor of a newspaper complaining against the vulgarity (عریانی، فحاشی) of films.

HINTS IN ENGLISH AND URDU:

Kindly publish a few lines in your esteemed daily 'The News. I want to educate public opinion against a great danger that threatens our young people.

۱۔ جیسا کہ آپ کو علم ہے (As you are aware) کہ آج کل ہمارے سینما گھروں میں بازاری قسم کی فلمیں (vulgar films) دکھائی
جا رہی ہیں۔ **are being shown** یہ بازاری فلمیں ہمارے نو جوان لڑکوں اور لڑکیوں میں بہت ہر دل عزیز ہو رہی ہیں۔ **are**
gaining popularity
۲۔ ان فلموں میں نیم عریاں لڑکیوں کو ڈانس کرتے دکھایا جاتا ہے۔ **Half naked girls.** جرم، تشدد اور ناجائز محبت **scenes of**
illicit love سے یہ فلمیں بھری پڑی ہیں۔ ان فلموں کے گانے بازاری **vulgar** اور غیر شائستہ **indecent** ہیں۔
۳۔ ان فلموں میں پاکستان کی تاریخ کو مسخ کر کے پیش کیا گیا۔ **has been distorted** ان کا پاکستان کلچر کے ساتھ دور کا تعلق نہیں۔ فلم میں
ایکٹرز **actors** اور ایکٹرسوں کا لباس انتہائی بے ہودہ **absurd and vulgar** اور مغربی **western** طرز کا ہے۔ اس قسم کی فلمیں
نوجوان لڑکے اور لڑکیوں کے اخلاق کے لئے زہر ہیں۔ **are poison to the morals of the young boys and**
girls جرائم اور تشدد کی ان فلموں کو دیکھنے کے بعد طالب علم کالج میں غیر صحت مندانہ سرگرمیوں کا ارتکاب کرتے ہیں۔ **indulge in**
unhealthy activities۔ اس سلسلے میں درخواست ہے کہ حکام بالا **Higher authorities** ایسی فلموں کی نمائش
exhibition of such films بند کر دیں۔ **should ban** اور سنسر بورڈ کو چاہیے کہ وہ اپنے قوانین پر سختی سے عمل کریں۔
enforce the regulations strictly۔ اخبارات میں ان فلموں کے خلاف مہم چلائی جائے **A compaign should**
be started against these films in the press and on the electronic media

☆☆☆☆

Value of folk songs (Solved with Hints)

3. Write a letter to the Editor of a newspaper throwing light on the value of folk songs. P.U.2004

HINTS:

Value of Folk songs:

1. Now a days our T.V. does not telecast folk songs to its audience.These folk songs have been the well established heritage (ورثہ) of our art. But now a days they are not given any importanc by the P.T.V. This is quite unfortunate. A large number of the lovers of art are still fond of it.
2. The folk songs represent our culture and Eastern traditions.
3. They enshrine the old dramas of love and excitement.
4. They appeal to our mind and heart. They transport us to the romantic world of the past, where there **was peace and serenity** and have a passionate appeal for all of us.

Suggestions:

1. They should be given sufficient coverage on T.V. without bias.
2. Special programmes showing the importance of folk songs should be telecast on the T.V.

☆☆☆☆

On the evils of Pop music (Solved with Hints)

4. Write a letter to the Editor of a newspaper about the evils of pop music. P.U. 2005

HINTS:

Pop music is becoming very popular among the college boys and girls. It represents the activity and feverishness of modern age. But unfortunately it has its negative points.

1. It is divorced from the calm and serenity (سکون) of life. It represents the activity of material life. Its thrill and noise disturb the calm of life.
2. It does not represent the old traditions of Eastern music. It lacks rhythmical tunes. It is full of noise, activity and absurdity.(بےمعنی) It does not convey any message to the new generation. Music must appeal to mind, heart and soul but it does not.
3. It is foreign to our Islamic culture and ideology.

(Please enlarge the arguments and suggest measures to make an end of it)

☆☆☆☆

5.

(a) Write a letter to the Editor of a newspaper to the nuisance of video shops opened at a large scale in your city. (Without Hints)

(b) Write a letter to the Editor of the newspaper about a gambling den set up by a large number of gamblers and drunkards.

☆☆☆☆

6. Letter to the Editor of a newspaper on drug addiction (Solved) OR Write a letter to the Editor of a newspaper throwing light on the harms of drug addiction. (v.imp)

The Editor,
The Post.
Lahore.

Sir,

I want to throw light on the harms of drug addiction (منشیات) through your newspaper. All of us know that drug addiction in our country has become a wide spread habit. It is very popular among men and women. The young boys and especially the students are a great victim (شکار) of it. The latest medical reports reveal (ظاہر کرنا) that drug addiction is a dangerous enjoyment. It has clearly been shown that it affects our brain, character and body badly. It causes many ailments (بیماریاں) of heart, brain, liver (جگر) and respiration (سانس). Drug addiction makes people idle, slow and backward.

In foreign countries, many books are published every year which guide the people about the harms of drug addiction. In our country no such literature is available. People do not know the danger of drug addiction. Apart from it, it is a dirty and expensive habit. The drug addicts are deprived (محروم ہونا) of action and struggle (جدوجہد) When the intoxication (نشہ) is over, they feel helpless sad and unhappy. The smuggling of narcotics (منشیات) is very harmful to the economy of a country. It is a crime against society.

The following steps should be adopted to uproot this evil.

1. We can stop drug addiction by educating the people in that direction.
2. The Government should take strict measures to stop it. The smugglers should be punished severely (سختی سے)
3. The people who are seriously ill should be sent to hospitals for treatment.

Yours sincerely,
X.Y.Z.

☆☆☆☆

On smoking in the Examination Hall (Solved with Hints)

7. Write a letter to the Editor of a newspaper, giving your views on smoking in the Examination Hall.

HINTS IN ENGLISH:

Please enlarge these HINTS:

1. I would be grateful to you if you kindly publish this letter in your esteemed (معزز) daily.
2. Smoking in the examination hall is on the increase. (Write few lines sbout the popularity of smoking in the Examination Hall).
3. Why do the examinees (امیدوار)smoke during the examination... perhaps it gives them concentration of thought and they are able to collect ideas.
4. This argument is wrong. The clouds of smoke raised by one smoker make the other feel giddy. (سر چکرانا)

   The following defects are noticed:

   i. Vomiting and sickness produced by smoking.
   ii. Suffocation and pollution in the Examination Hall.
   iii. Disturbance in the process of unity of thoughts.
   iv. Offensive smell of smoking.

☆☆☆☆

Letter to the Editor of a newspaper about Examinations

8. Write a letter to the Editor of a newspaper discussing the evils of the prevalent Examination system. (V.Imp)

The Editor,
The Nation.
Lahore.

Sir,

I want to use the space of the columns of your newspaper to enlighten the public opinion against the evils of present Examination system. As everybody knows, our examination system stands a total disaster.(مکمل تباہی) . Its reasons are not very deep.

Examinations are a necessary evil (ضروری برائی). We cannot do without them. They are the test of man's ability. There is no other method which may reveal to us the ability and efficiency (کارکردگی) of a person. If a person has passed some examination, he is valued and respected But it is very sad that our examinations have fallen a prey to .ش) (کار many evils. Cheating, copying and the use of unfair means have become the order of the day. The papers are leaked out. The examiners are bribed (رشوت). The examination halls are purchased. The mark sheets are tempered. In this way, the examinations have lost their credibility (اعتبار). They are no longer the test of a student's ability.

Moreover, the examinations are the test of a student's memory and not his ability and intellignece (ذہانت).

The students feel nervous (گھبراہٹ) and agitated near the examination. Two years labour is tested in three hours time. This means that the present examinations are not the sure method of judging a student's ability.

The authorities are requested to set up a commission consisting of educationists to look into the evils of present examination system and suggest ways and means to change it completely

Yours sincerely,

☆☆☆☆

EXERCISE 2

On the declining standard of education (Solved)

9. Write a letter to the Editor of a newspaper throwing light on the reasons for the declining standard of education.

a serious ۔ یہ ایک سنگین مسئلہ ہے۔ want to throw light ۔ میں اپنے معاشرے کے اہم مسائل پر روشنی ڈالنا چاہتا ہوں۔
he may not be ۔ شاید وہ غلط نہ ہو۔ finds fault with ۔ ہمارے ملک میں ہر آدمی نظام تعلیم میں نقص نکالتا ہے۔ problem
clear and ۔ اس کی وجوہات بالکل واضح اور غیر مبہم ہیں۔ has fully gone to dogs ۔ ہمارا نظام تعلیم مکمل طور پر تباہ ہو چکا ہے۔ wrong
self evident.

۱۔ ذریعہ تعلیم medium of education نے ہمارے نظام تعلیم کو برباد کر دیا ہے۔ انگریزی کو پرائمری جماعت سے ہی ذریعہ تعلیم کے طور پر اختیار کیا جاتا ہے۔ انگلش ایک غیر ملکی زبان ہے اور ہمارے طلباء کے ذوق سے مطابقت نہیں رکھتی۔ does not suit the genius
کالجوں میں یہ لازمی مضمون کے طور پر پڑھائی جاتی ہے۔ is taught as a compulsory subject ۔ بہت سارے طالب علم of our students اپنے جوابات انگریزی میں نہیں لکھ سکتے۔ وہ feel great pain ۔ طالب علم اسے سمجھنے میں بہت دقت محسوس کرتے ہیں۔ Most of the students ذہین ہوتے ہیں۔

۲۔ تفریح کے جدید ذرائع نے modern means of amusement طلبا کو عیش پرست complacent اور سست sluggish بنا دیا ہے۔ اب وہ have not remained more painstaking than before ۔ اب طالب علم پہلے کی نسبت زیادہ محنتی نہیں رہے۔ اپنا وقت ٹی۔ وی دیکھنے میں گزارتے ہیں۔ چھٹیوں میں وہ تفریحی مقامات recreational resorts پر چلے جاتے ہیں۔

۳۔ امتحانوں کے ناقص انتظامات نے انہیں پڑھائی سے برگشتہ کر دیا ہے۔ have diverted them ۔ اب طلباء نقل لگا کر اور ناجائز ذرائع استعمال کر کے امتحان دیتے ہیں۔ اس کی وجہ سے وہ محنت سے جی چراتے ہیں۔ shirk hard work

۴۔ کالجوں میں ان کا بہت سارا وقت ہڑتالوں strikes اور مظاہروں میں demonstrations ضائع ہو جاتا ہے۔ is wasted ۔ وہ عام طور پر کلاسوں سے غیر حاضر رہتے ہیں۔

۵۔ والدین ان کی تعلیم پر زیادہ توجہ نہیں دیتے۔ وہ اساتذہ سے اپنے بچے کی تعلیم کے بارے میں آگاہ رہنے کی کوشش نہیں کرتے۔ طالب علم سست ہو جاتے ہیں۔ اور انہیں باز پرس کا کوئی خوف نہیں رہتا۔ They are not afraid of being taken to task.

☆☆☆☆

On the poor B.A result

10. Write a letter to the Editor of a newspaper on the poor B.A. result.

HINTS IN URDU AND ENGLISH:

I want to draw the attention of the public and the educated community of the country to the poor and miserable results of B.A announced by the university recently.

اس سال بی۔ اے کے نتائج پچھلے سالوں کے نتائج سے بہت زیادہ خراب تھے۔

The results were worse than those of previous years.

اس کی کئی وجوہات ہیں۔ یونیورسٹی نے بی اے/بی ایس۔ سی۔ کا سلیبس مکمل طور پر تبدیل کر دیا تھا۔ زیادہ تر طلباء انگریزی میں فیل ہوئے۔
انگریزی کا مضمون طلباء کے لئے ہمیشہ سے مشکل رہا ہے۔ Has always been difficult۔ لیکن یہ تبدیل شدہ سلیبس modified
syllabus کئی ایک لحاظ سے بہت پیچیدہ تھا۔ کتابوں کے اسباق خاصے مشکل ہیں۔ ان میں سے جو سوالات پوچھے گئے وہ Object? ٹائپ
تھے۔ بہت سارے کالجوں میں اس قسم کے سوالات کے متعلق کچھ نہیں بتایا گیا تھا۔ انگلش کے پرچہ "ب" کو حل کرنا ایک مشکل ترین کام تھا۔
Herculean task اس میں تمام سوالات سلیبس سے باہر سے سیٹ کئے گئے تھے۔ طلباء کو جو کچھ پڑھایا گیا تھا۔ اس میں سے کچھ سیٹ نہیں
کیا گیا۔ What ever was taught to the students تھا۔ اس کے علاوہ یونیورسٹی نے اس دفعہ امتحان پاس کرنے کا معیار بھی بلند کر دیا
raised the standard to pass the examination۔

☆☆☆☆

On the value of mass education (Solved with Hints)

11. Write a letter to the Editor of a newspaper, on the importance of mass adult Education.

HINTS:

1. It is the right of every individual to get education. Every religion has laid great stress on acquiring (حاصل کرنا) of knowledge.
(Please enlarge this point in the light of the sayings of the Holy Qurn and the Holy Prophet.)
2. Contribution of Islam in the field of education.
3. Universal education plays an important role in making a nation strong and powerful. **(Please enlarge this point)**
4. It makes people aware of their rights and duties.
5. It will enable people to contribute to the industrial agricultural and technical field.

Suggestions:

1. Universal education must be made compulsory.
2. We should open new schools and colleges.
3. All public places should be used to impart education.
4. Illiterate persons should be discouraged in public life.

☆☆☆☆

On the importance of English language (Solved with Hints)

12. Write a letter to the Editor of a newspaper on the importance of English Language.

HINTS IN URDU AND ENGLISH:

۱۔ انگریزی ایک پرانی زبان ہے۔ اور یہ برصغیر ہندوستان میں انگریزوں کے ساتھ ہی آئی accompanied the English in the sub continent India مسلمانوں نے انگریزوں کی خدمت میں اسے سیکھا In order to serve the British سرسید احمد خان نے مسلمانوں کو انگریزی زبان سیکھنے پر اکسایا urged۔

۲۔ اب انگریزی ایک بین الاقوامی زبان ہے۔ یہ دنیا کے ہر خطے میں بولی اور سمجھی جاتی ہے۔ It is spoken and understood بین الاقوامی سطح پر مختلف ملکوں کے رابطے کی زبان ہے۔ اس کے بغیر بین الاقوامی سطح پر دنیا سے رابطہ نہیں رکھ سکتے۔

۳۔ انگریزی علم و دانش کی زبان ہے۔ Is a language of learning and knowledge طب انجینئرنگ۔ سرجری۔ بزنس۔ ٹریڈ۔ غرض یہ کہ ہر شعبے کا جدید علم اس زبان میں ہے۔ اس کے علاوہ ادب اور فن کے شہ پارے بھی اس زبان میں موجود ہیں۔

The masterpieces of literature, drama and poetry are found in English.

۴۔ ہم انگریزی کے بغیر گزارہ نہیں کر سکتے۔ کیونکہ پچھلے دو سو سالوں سے یہ دفتر کی زبان بھی ہے۔ یہ انتظامیہ اور عدلیہ اور مقننہ کی بھی زبان ہے۔ executive, judiciary and legislature ہمارے لئے ضروری ہے کہ مادری زبان کے ساتھ ہم اس زبان کو بھی پڑھائیں۔

اس سلسلے میں مندرجہ ذیل تجاویز پیش خدمت ہیں۔

۱۔ انگریزی زبان کو سکول کی سطح پر پڑھایا جائے۔

۲۔ اس کی تدریس Teaching کا اچھا اور مناسب انتظام کیا جائے۔

۳۔ حکومت اپنی سرپرستی میں انگلش سنٹرز قائم کرے should set up English centres جہاں پر انگریزی زبان کو پڑھانے اور سکھانے کا اعلیٰ انتظام ہو۔

There should be a sound arrangement for teaching English.

On fashions (Solved with Hints)

13. Write a letter to the Editor of a newspaper criticizing the extravagant fashions in the dress of Pakistan students.

HINTS IN URDU:

۱۔ موجودہ زمانے میں پاکستانی طلباء اور طالبات تعلیم کی طرف کم توجہ دے رہے ہیں۔ اس کی وجہ یہ ہے کہ طلباء فیشن کے گرویدہ ہو چکے ہیں۔ the students are fond of fashions. وہ اپنی دولت کا اظہار کرنا display چاہتے ہیں۔ اور اپنی برتری کا لوہا منوانا چاہتے ہیں۔ assert their importance۔ اس لئے وہ مغربی اور چست لباس پہن کر اپنی برتری کا اظہار کرتے ہیں۔ کالج میں داخل ہوتے ہوئے طالب علم کے لباس میں تبدیلی آجاتی ہے۔ وہ پاکستانی لباس پہننے سے کتراتا ہے۔ avoids wearing Pakistani dress.

۲۔ وہ اپنا بہت سارا وقت جوتوں، جرابوں، اور ٹائی وغیرہ کے انتخاب پر صرف کرتا ہے۔ اسی طرح وہ اپنا بہت سارا وقت ان فضولیات میں ضائع کرتا ہے۔ Wastes much of his time on such frivolities.

۳۔ مزید براں وہ ہر قسم کے پاؤڈر اور کریموں کے انتخاب میں مگن رہتے ہیں۔ remains busy اس کی گفتگو میں فلمی ہیرو اور فلمی ہیروئن کا تذکرہ عام ہو جاتا ہے۔ common topic of discussion طالبات بھی فیشن کی دوڑ میں پیچھے نہیں رہتیں۔ The girl students do not lag behind in the race of fashions وہ کالج جاتے وقت اپنے چہرے کو پاؤڈر اور لپ سٹک سے سجانا نہیں بھولتیں۔ The y do not forget to decorate their face with .... وہ شوخ و شنگ لباس پہنتی ہیں۔ They wear attractive and smart dress۔ ان کا لباس معطر ہوتا ہے۔ Their dress is scented تاکہ لوگوں کی

توجہ کا مرکز بن سکیں۔ **so that they may win the attention of the people**۔ ان کی اپنی گفتگو کا مرکز ٹی۔وی، کے اداکار اور اداکارئیں ہوتی ہیں۔ **The centre of their conversation is T.V actors and actresses**۔ فیشن پر بہت زیادہ توجہ نقصان دہ ہے۔ طلباء اور طالبات فیشن کی تلاش میں **In the pursuit of fashions**/اپنا وقت اور پیسہ ضائع کرتے ہیں۔ ان کی پڑھائی کی طرف توجہ ختم ہو جاتی ہے۔ **attention towards study is over**۔ انہیں چاہیے کہ وہ سادہ زندگی بسر کریں۔ اور اپنی پڑھائی کی طرف توجہ دیں۔ عملی زندگی میں داخل ہونے کے بعد وہ فیشن پر توجہ دے سکتے ہیں۔ **can pay more attention towards fashions**۔

☆☆☆☆

Letter to the Editor on Social Problems about adulteration (Solved)

14. Write a letter to the Editor of a newspaper about the adulteration ملاوٹ of food.

The Editor,
The News,
Lahore.

Sir,

May I use the space of your newspaper to voice against the adulteration of food. In our country adulteration has become a curse (لعنت) for the society. No one can defend it. There is hardly any food product which is not adulterated. The shopkeepers and the merchants try to earn a large amount of proft (منافع)by this unethical practice (غیر اخلاقی حرکت).

In this way, they play with the life and health of the people. They mix inferior and dangerous things in the daily eatable things. Nothing is now safe at their hands. Even the medicines and drugs are adulterated. We do not get pertrol, atta, ghee, oil, salt, and milk free from impurity.. These merchants and traders are the enemy of the nation. They should know that our religion Islam has hatred for those who indulge in this immoral business. The Holy Prophet (PBUH) is reported to have said "The adulterators **are not one of us"**. We give the following proposals to overcome this social evil.

1. The adulterators should be punished severely.
2. An anti adulteration drive should be started in the country.

The mass media should be used to highlight the names of adulterators.

Yours sincerely,
X.Y.Z.

☆☆☆☆

Letter to the Editor about street begging

15. Write a letter to the Editor of a newspaper on the evils of street begging.

The Editor,
The post.
Lahore.

Sir,

I want to use the columns of your newspaper to protest against the evil of street begging. It is assuming an alarming proportion (خطرناک تناسب) in our country. There are more beggars in our country than ever before. No bazaar, no street and no garden is free from them. They pester (تنگ کرنا) you at your house, follow you to your office and worry you at your shop. If you do not pay attention to them, they curse you. Some of them are quite healthy and strong. They have taken to begging because they do not want to work hard. There are some beggars who are either lame (لنگڑے) or blind or suffer from some highly infectious disease. (پھیلنے والی بیماری)

I believe that all type of begging should be abolished (ختم کرنا) by law. Able bodied mendicants (فقیر) should be made to work on fixed wages in factories or workshops. For others, poor houses should be opened where thy could be fed and clothed at Government expenses. The public should be called upon to contribute toward their maintenance. The beggars who suffer from infectious ailments (متعدی امراض) should not be allowed to spread disease by moving about in streets or lying on roads. They must be sent to hospitals for treatment.

I hope the Government will look into this matter seriously.

Yours sincerely,
X.Y.Z.

☆☆☆☆

EXERCISE 3

On noise pollution(Solved with Hints)

16. Write a letter to the Editor of a newspaper on the subject of motor horns, complaining of the ear splitting and terrifying noises. (Gujrat 2015)

HINTS:

I want to invite the attention of the public and the police authorities to growing nuisance (دردسر) created by the ear splitting and terrifying (خوفناک) sounds of the motorist's horns.

ا۔ جیسا کہ آپ کو علم ہے کہ شہروں میں ٹریفک کا ہجوم بڑھ گیا ہے۔

The volume of traffic has increased.

کاروں میں سوار Motorists امیر لوگ بغیر وجہ کے ہارن بجاتے ہیں۔ **blow the horns** شاید وہ عوام کی توجہ اپنی امیرانہ سواری کی طرف مبذول کرنا چاہتے ہیں۔ **...They want to draw the attention of the public towards** ان کے ہارن کی آواز اتنی سخت، شوریلی اور گہری ہوتی ہے کہ آدمی کو متلی ہونے لگتی ہے۔ **man begins to nauseate** دیہاتی تو ان کے ہارن کی آواز سن کر ایک دم چونک اٹھتے ہیں۔ **startle to listen** اور خوفزدہ ہو جاتے ہیں۔ کیونکہ وہ اس قسم کی آواز کے عادی نہیں ہوتے۔ اس لئے بعض اوقات فٹ پاتھ پر چڑھنے کی بجائے وہ گاڑی سے جا ٹکراتے ہیں۔ **they strike against these cars instead of getting on the footpaths.**

۲۔ ان کے ہارن بجانے سے شہر کی پرسکون فضا ختم ہو جاتی ہے۔ ہر وقت کے شور و غوغا کی وجہ سے دکانداروں کا کاروبار متاثر ہوتا ہے۔ **is fully affected** بعض سڑکوں پر کالج اور ہسپتال بنے ہوتے ہیں۔ لیکن وہاں سے گزرتی ہوئی بسیں اور کاریں مریضوں اور طلبا کے سکون کو برباد کرتی ہیں۔ بعض حساس مریض ان کے ہارن سے پیدا شدہ شور برداشت نہیں کر سکتے۔ **noise produced by the horns.**

۳۔ ہارن بجانے کا مطلب یہ ہوتا ہے کہ سڑک پر چلنے والے لوگ فٹ پاتھ پر چلے جائیں۔ **get into the footpath**۔ اس کا مطلب یہ نہیں ہوتا کہ لوگوں کو ڈرایا جائے۔ **Frighten or terrify the people**۔ اس برائی کو ختم کرنے کے لئے ہمیں مندرجہ ذیل اقدامات اٹھانے چاہئیں۔ **We should adopt the following steps** ۔

۱۔ پولیس کو زیادہ ہارن بجانے والی گاڑیوں پر نظر رکھنی چاہیے۔

Should keep an eye on the motors producing ear splitting noise by blowing their horns.

۲۔ ان گاڑیوں کا چالان کر کے انہیں بند کر دیا جائے۔

۳۔ ہارن کی آواز کو ایک حد تک رکھنا چاہیے۔ **Should be turned to some limit.**

۴۔ زیادہ شور پیدا کرنے والے ہارن قانونی طور پر بند کر دینے چاہیے۔

Horns producing much noise must be banned legally.

17. Write a letter to the Editor of the newspaper against the evils of traffic jams.

HINTS:

Kindly publish these lines in your esteemed daily, **"The Nation"** on the evils of traffic jams.

۱۔ ٹریفک کی رکاوٹیں (jams) روزمرہ کا مسئلہ بن چکا ہے۔ **Have become a problem of everyday.** ان کی وجوہات بالکل واضح اور غیر مبہم ہیں۔ **clear and self evident** شہروں میں آبادی کا ہجوم بڑھ چکا ہے۔ **the volume of traffic** اور سڑکیں چھوٹی ہیں۔ جس کی بناء پر **due to which** ٹریفک کی رکاوٹیں پیدا ہوتی رہتی ہیں۔ بعض اوقات یہ رکاوٹیں کئی گھنٹے جاری رہتی ہیں۔ **go on for hours together** ٹریفک کی رکاوٹوں کی ایک اور وجہ یہ بھی ہے کہ لوگوں میں ٹریفک کا شعور بھی نہیں ہے۔ وہ ٹریفک قوانین کی پابندیاں نہیں کرتے۔ **do not abide by the laws of traffic**۔ بعض اوقات سست رفتار گاڑیاں **slow moving vehicles** ٹریفک کو جام کرنے کا باعث بن جاتی ہیں۔

۲۔ ٹریفک کی رکاوٹوں کی وجہ سے بے شمار مسائل پیدا ہوتے ہیں۔ دفتروں کو جانے والے لوگ اور بزنس مین۔ سکول جانے والے بچے، مرد اور خواتین اپنی منزل پر وقت پر نہیں پہنچ پاتے۔ **Do not reach their place of duty in time.**

۳۔ بعض اوقات زیادہ بیمار لوگ ہسپتال نہیں پہنچ پاتے۔ انہیں فرسٹ ایڈ کی ضرورت ہوتی ہے۔ لیکن وہ راستے میں ہی دم توڑ دیتے ہیں۔ They **expire on the way.**

۴۔ ٹریفک جام ہونے کی بناء پر لوگ افراتفری کا شکار ہو جاتے ہیں۔ **suffer from confusion.** وہ غصے، مایوسی اور غم سے زور زور سے ہارن بجاتے ہیں۔ **blow the horns with great violence, frustration and grief.** ان کی جذباتی کیفیت

emotional state بدل جاتی ہے۔

ہم ٹریفک جام پر مندرجہ ذیل اقدامات اٹھا کر قابو پا سکتے ہیں۔

We can control the traffic jams by taking the following steps.

۱۔ ہمیں چاہیے کہ ہم اپنی سڑکوں کو وسیع کریں۔ widen..

۲۔ ہمیں ذرائع ابلاغ کی مدد سے by means of mass media لوگوں میں ٹریفک کے قوانین کی پابندی کا شعور پیدا کرنا چاہیے۔

produce an awareness to follow.

۳۔ اہم سڑکوں پر ٹریفک پولیس کی نفری کو بڑھانا چاہیے۔ shoud increase the number of policemen..

☆☆☆☆

Elimination of tongas (Solved with Hints)

18.Write a letter to the Editor of a newspaper pleading the elimination of Tongas from your city.

HINTS:

I appreciate the decision taken by the Municipal corporation of the city to eliminate tongas from Lahore, under a phased programme during the next five years. This is fully awaited news and a happy one too. This decision of the Municipal Corporation should be appreciated by the educated and literate (پڑھے لکھے) class of society. It could be pleaded on the following grounds.

اس شہر میں تقریباً چار ہزار رجسٹرڈ **Bullock carts** ریڑھے اور گدھا گاڑیاں سڑکوں پر چلتے ہیں۔ **are plying on the roads.**

غیر رجسٹرڈ تانگے اور گدھا گاڑیاں اس کے علاوہ ہیں۔ **are besides them**

یہ افسوسناک حقیقت ہے۔ کہ ان تانگوں اور گدھا گاڑیوں کی وجہ سے شہر میں صفائی کی حالت افسوسناک ہے۔ اور گھوڑوں اور گدھوں کی گندگی ہر طرف بکھری ہوئی ہے۔ **Filth is spread everywhere.** خشک ہونے پر یہ گندگی راہ چلتے لوگوں **The pedestrians** کے منہ، ناک اور گلے میں داخل ہوتی ہے۔ اور انہیں بیمار کر دیتی ہے۔

شہر میں ان کی موجودگی کی وجہ سے ٹریفک کا بڑا مسئلہ ہو چکا تھا۔ اگر کوئی تانگہ، کار یا بس کے آگے جا رہا ہو تو ہارن کی آواز کے باوجود تانگے والا اسے راستہ دینے کیلئے تیار نہیں ہوتا۔

If a tonga is ahead of the car or bus, the tonga wallah is not ready to give him the passage.

تانگے والے اور ریڑھی بان عام طور پر ان پڑھ لوگ ہوتے ہیں۔ وہ ٹریفک کے تمام قوانین کی خلاف ورزی کرتے ہیں۔ کارپوریشن نے انہیں شہر سے نکالنے کا فیصلہ کر کے ایک اچھا قدم اٹھایا ہے۔

The corporation has taken a good step to eliminate them from the city.

البتہ but انہیں کوئی متبادل روزگار ضرور دینا چاہیے۔

But they must be provided an alternative source of earning.

19. Write a letter to the Editor of a newspaper about the law and order situation in your city.

HINTS IN ENGLISH:

1. The law and order situation in the city A.B.C has worsened for the last month. A large number of thefts have been committed in every part of the city.
2. Please mention the looting of shops and banks.
3. Narrate a few incidents of the looting of banks, shops and houses.

☆☆☆☆

On reckless driving (Solved with Hints)

20. Write a letter to the Editor of a newspaper on reckless driving.

HINST:

I shall be obliged if you publish these lines in your esteemed daily about reckless driving of motor cars in the streets of our town.

۱۔ موٹر گاڑیوں کو شہر کی سڑکوں اور گلیوں میں تیز چلانے کا رجحان بڑھتا جا رہا ہے۔ جس کی بنا پر بے شمار مسائل پیدا ہو چکے ہیں۔ یہ خاص طور پر بچوں
کیلئے بڑا خطرہ بن چکا ہے۔ Positive danger to children۔ جو سڑکوں اور گلیوں میں کھیلتے ہیں۔ یہ ان بوڑھوں کے لئے بھی
خطرناک ہے جو سڑک پار کرنا چاہتے ہیں۔ یہ ان خواتین کیلئے بھی خوفناک بن چکا ہے جو سر پر وزن اٹھا کر سڑک پار کرنا چاہتی ہیں۔

Cross the roads with the load on their heads.

۲۔ آئے دن حادثات وقوع پذیر ہو رہے ہیں۔ **Accidents are taking place daily.** اس کی بنیادی وجہ بے خوف ڈرائیونگ
ہے۔ **Reckless driving.**

۳۔ لوگوں کو اپنی گاڑیوں کے نیچے کچلنے کے بعد وہ جائے حادثہ سے بھاگ جاتے ہیں۔ **Flee from the place of occurence**۔ وہ لوگ
ان کی گاڑیوں کے نہ ہی نمبر نوٹ کر سکتے ہیں۔ اور نہ ہی انہیں ان کے نام کا علم ہوتا ہے۔ اس لئے وہ سزا سے بچ جاتے ہیں۔ **They often**
escape from punishment۔ کل ہی کا واقعہ ہے۔ کہ میں نے دیکھا کہ ایک کار سوار نے ایک کھیلتے ہوئے بچے کو اپنی کار کے نیچے کچل
ڈالا۔ اور وہ کچھ پرواہ کئے بغیر جائے حادثہ سے بھاگ گیا۔ اگر ان بے خوف ڈرائیوروں کو پکڑ کر سزا بھی دے دی جائے **Punished after**
catching them۔ تو بھی یہ برائی ختم نہیں ہو سکتی۔ کیونکہ انہیں اتنی کم سزا ملتی ہے کہ وہ اس برائی کی حوصلہ شکنی نہیں ہو سکتی۔

The punishment imposed upon them is so light that it does not at all discourage the evil.

سڑکوں اور گلیوں پر پیدل چلنے والوں کا بھی اتنا ہی حق ہے۔ جتنا کہ موٹر کار چلانے والوں کا

The pedestrians have the same right to walk on the road, as has the motorists.

کیونکہ سڑکیں اور گاڑیاں عوامی پیسے سے public funds سے بنائی جاتی ہیں۔ یہ سڑکیں اور گلیاں موٹر کار والوں کی تحویل میں نہیں دی جا سکتیں۔
cannot be made the monopoly of the motorists.

اس برائی پر قابو پانے کے لئے ضروری ہے۔ کہ گاڑی تیز چلانے والے ڈرائیوروں کا لائسنس منسوخ کر دیا جائے۔ **Driving license**
should be cancelled۔ اور انہیں سخت سزائیں دی جائیں۔ **They should be punished severely.**

☆☆☆☆

On the problems of young people (Solved with Hints)

21. Write a letter to the Editor of a newspaper throwing light on the problems of modern youth.

HINTS:

۱۔ پاکستان کے نوجوان فرسودہ سیاسی اور اقتصادی نظام سے نفرت کرتے ہیں۔

They hate the outdated economic and political system.

کیونکہ ان کے خیال کے مطابق **according to them** یہ نظام ناانصافی اور استحصال پر مبنی ہے۔ موجودہ زمانے میں نوجوان زیادہ حساس **Sensitive** اور ذہین ہیں۔ وہ دنیاوی معاملات **world affairs** کو بہت اچھی طرح سمجھتے ہیں۔ وہ اس واضح ناانصافی پر کڑھتے ہیں۔ **they are pained**۔ اس لئے موجودہ نوجوان بہت مضطرب **disturbed** اور پریشان حال ہیں۔ **are miserable**۔

۲۔ موجودہ زمانے میں نوجوان اور والدین کے درمیان ایک بڑا تفاوت پایا جاتا ہے۔ **There is found a great gap**۔ والدین پرانی اقدار کے حامل ہیں **upholders of old values** جبکہ نئی نسل نئی اقدار کی حامل ہے۔ والدین نوجوانوں کے مسائل سے چشم پوشی کرتے ہیں۔ **Overlook the problems** اور انہیں سمجھنے میں بے اعتنائی کرتے ہیں۔ **are indifferent to**۔ جس کی وجہ سے نوجوان پریشان حال ہیں۔

۳۔ موجودہ زمانے میں نوجوان تنہائی کا شکار ہیں۔ وہ اپنے عزائم میں تنہا ہیں۔ اس لئے ان کے جذبات کی آسودگی نہیں ہوتی **They are not satisfied emotionally**۔ وہ محبت اور جنس کے مسائل سے دوچار ہیں۔ **They are faced with the problem of love and sex**۔ لیکن ان کے حل کے لئے وہ والدین کی مدد سے محروم ہیں۔ **are deprived of.**

Suggestions:

۱۔ نوجوانوں کے لئے ملازمت کے مزید مواقع (more opportunities) پیدا کرنے چاہئیں تاکہ (so that) وہ بامقصد زندگی بسر کر سکیں۔

۲۔ والدین کو چاہیے کہ وہ اپنے بچوں کے مسائل حل کریں۔

۳۔ پاکستان کے سماجی، اقتصادی اور اخلاقی نظام میں تبدیلی لانی چاہیے۔ **(A change should be brought)**

On Pollution (Solved with Hints)

22. Write a letter to the Editor of a newspaper throwing light on the evils of pollution.

I want to protest against the gross pollution (آلودگی) which is enveloping the atmosphere of every city very fastly.

HINTS:

۱۔ ہمارا شہر گنجان آباد ہے اس کے **(is overpopulated)** یہ ایک صنعتی شہر ہے۔ اس میں بے شمار فیکٹریاں، ملیں اور کارخانے ہیں۔ یہ صنعتی ادارے **(Industrial units)** زہریلی گیس اور دھواں خارج کرتے ہیں **(Exit)**۔ اندازہ لگایا گیا ہے کہ کاربن ڈائی آکسائیڈ کی دو ارب مقدار ہر سال فضا کے اندر خارج ہو رہی ہے۔

(It has been estimated that an amount of more than 20 billion of carbon dioxide is being released in the atmophere every year.)

۲۔ ان زہریلی گیسوں اور دھواں کے اخراج نے ہمارے دریاؤں، سمندروں اور جھیلوں کے پانی کو بھی زہریلا کر دیا ہے (The discharge of the gases has) ۔ ان کے شور نے عام شہری کا سکون لوٹ لیا ہے۔ (Their noise has deprived every citizen of his peace)

بسوں اور کاروں کے دھوئیں نے فضا کو بے حد آلودہ کر دیا ہے اور ان سے نکلنے والے دھوئیں نے (the smoke emitted by them) سانس کی بیماریوں میں اضافہ کر دیا ہے۔ (has increased the respiratory diseases) اور ہماری صحت کو بری طرح متاثر کیا ہے۔

۳۔ اس شہر میں ملوں اور فیکٹریوں کی کثرت ہے۔ ان کا سیوریج سسٹم ناکارہ ہو چکا ہے۔ (The sewerage system has proven ineffective)۔ اور یہ آلودگی پھیلانے میں سرگرم حصہ لے رہا ہے۔ (Playing an active part in spreading pollution)

۴۔ اس شہر میں درختوں کے لگانے میں کوئی سرگرمی نہیں دکھائی دے رہی (No activity for the plantation of trees is seen)۔ مزید برآں مسجدوں کے لاؤڈ سپیکروں نے بھی شور و غوغا میں کافی اضافہ کر دیا ہے۔

اس سلسلے میں مندرجہ ذیل اقدامات مناسب ہیں۔

Suggestions:

(The following steps should be adopted to fight against this menace)

۱۔ شہر میں چلنے والی تمام گاڑیاں (All vehicles running on the city roads) جو زیادہ دھواں چھوڑتی ہیں ان پر پابندی لگا دینی چاہیے۔

۲۔ سڑکوں کو وسیع کرنا چاہیے (The roads should be widened) تاکہ ٹریفک کے دباؤ کو کم کیا جا سکے (The volume of traffic should be decreased)۔

۳۔ سڑکوں کے دونوں کناروں پر درخت لگانے چاہئیں۔

Letters to the Editor based on University Papers (Solved)

Harms of smoking

23.Write a letter to the Editor of a newspaper about smoking among students.

The Editor,
The Dawn.
Lahore.

Subject: Harms of smoking.

Sir,

I want to enlighten the public opinion on the harms of smoking. Kindly publish these few lines in your esteemed daily 'The Dawn'.

As you are aware, smoking is becoming very popular among young boys and girls. The students fall an easy victim to this bad habit. Smoking is a temporary (عارضی) stimulant (جوش پیدا کرنے والی شے). It soothes our nerves for sometime and makes us forget our cares and worries. But all the doctors of the world agree that it is poisonous (زہریلی) to our health. There is found a poisonous matter (زہریلا مادہ) **'Nicotine'** in it. It is a deadly poison. It becomes a cause for the cancer of lungs. Smoking is also injuriour (نقصان) to our throat. The smokers are not liked in any society. A particular kind of smell stinks in their mouth. They are kept at an arm's length in a gathering or a meeting.

Smokers do not enjoy a prolonged life. Life becomes a burden to a smoker. He falls a victim to diseases of heart, lungs and throat. His addiction to smoking makes him very helpless and lonely if he has to spend a few hours of a day without smoking.

Keeping in view, the evil effects of smoking, I suggest the following measures to get rid of this evil habit.

1. The electronic and print media should start a compaign against smoking.
2. The entry of the smokers should be banned at public places.
3. The annual increment of the Govt. and private servants should be stopped.
4. A heavy tax should be levild on cigaretes.

Yours sincerely,
X.Y.Z.

Traffic noises on city roads.

24. Write a letter to the Editor of a newspaper about traffic noises on city roads.

The Editor,
The Dawn.
Lahore.

Subject: **Traffic noises on city roads.**

Sir,

I want to enlighten the public opinion against the increasing volume of noise, on the city roads.

As you know, the population in cities has increased out of proportion. Every big city of our country offers a sight of big population explosion. (آبادی کا دھماکہ) The volume of traffic has increased on city roads. The number of vehicles has also multiplied. Keeping a motor car is no longer a status symbol. It has become a social necessity. Even an average man maintains one or other type of vehicle. As result of it, the noise pollution has increased in big cities.

The motorists do not abide by the rules of traffic. Every body tries to reach his place of work or rest as early as possible. In this mad race, they blow the horns and produce a shrill (تیز) and deep noise. This startles a pedestrian (پیدل چلنے والے) and makes him nervous. The blowing of horns disturbs the peaceful atmosphere of the city roads.

The noise produced by exhausted silencers of motor cyclists is always dreadful. The buses produce a horrible noise which is quite unfamiliar to human ear.

The ever increasing noise produced by the running richshaws disturb the peaceful atmosphere of the city. It makes people mentally sick. The schools, colleges, hospitals and places of worship are affected by it.

The following suggestions are given to put an end to this evil.

1. Media should highlight the negative role performed by the irresponsible blowing of horns of the owners of these vehicles.
2. The motorists and motor cyclists should be fined if they blow the horns at different public places.
3. Horns having medium sort of voice should be allowed to play or blow.

Yours sincerely,
X.Y.Z.

Corruption by the WAPDA meter readers

25. Write a letter to the Editor of a newspaper about the corruption by the WAPDA meter readers.

The Editor,
The Dawn.
Lahore.

Subject: Corruption by the WAPDA meter readers

Sir,

I want to bring to kind notice the malpractices of the WAPDA meter readers. The WAPDA meters in all big cities of country have become notorious for cheating and fraud (دھوکہ). They enjoy great powers in the discharge of their duty. They do not visit the premisis of a house, factory, hospital or a building. They prepare bogus bills and go on harassing the public. They accept illegal gratification (غیر قانونی بخشش) and bribe and record very low units of electricity. In this way, they help the people in stealing electricity. Sometmes, they make false complaints against people and challan them for the theft of electricity.

The consumers are threatened and forced to bribe them, otherwise they have to face a trial in the court of law.

The followning measures should be adopted to stop the high handedness (ظلم) of the meter readers.

1. Only honest and responsible persons should be appointed to the post of meter readers.
2. If a meter reader is found corrupt and guilty of a certain charge, he must be punished severely.
3. Media should start a compaign against ill use of the powers by the meter readers of WAPDA.

Yours sincerely,
X.Y.Z.

Overcharging of fares in the public transport

26. Write a letter to the Editor of a newspaper about overloading / overcharging of fares in the public transport.

The Editor,
The Dawn,
Lahore.

Subject: Overcharging of fares in the public transport.

Sir,

I want to enlighten the public opinion against the malpractices of the transporters of our province. Most of the transporters are greedy and selfish by nature. They try to maximise (زیادہ سے زیادہ their profit by unlawful methods. The increasing rate of petrol has provided them a pretext (بہانہ) to fleece the people. (لوگوں کی کھال ادھیڑنا) Everybody knows that there is shortage of public transport in every city. With the increase in population, the number of passengers is increasing. They exploit (استحصال کرنا) the situation and over load their buses. This makes every passenger very discomfortable. He has to undertake his journey in a very risky manner. Overloading is one of the major causes of accidents. Moreover, the sick cannot travel with ease and comfort.

Not only this, but they also overcharge the public. They do not receive the fare (کرایہ) fixed by the Govt. If any passenger protests against it, he is not allowed to travel. The passengers have to suffer a lot financially. (مالی طور پر)

The following suggestions are given to set the evil right.

1. Media should voice against the malpractices exercised by the transporters.
2. The defaulters should be severely fined and sent to jail.
3. The route of such transport company as are found guilty should be cancelled.

Yours sincerely,
X.Y.Z.

Behaviour of police, towards citizens

پولیس کا عام لوگوں کے ساتھ امتیازی سلوک

27. Write a letter to the Inspector General Police about the discriminating attitude of the police towards the citizens.

The Inspector General Police,
Punjab.

Subject: Discriminating attitude of the Police.

Sir,

I want to invite your attention to the discriminating attitude of the police towards the citizens. It is a matter of great concern that our police do not consider the citizens of our country as equal citizens.

Unfortunately, our country is divided into two groups, **have** (وسائل دار طبقہ) and **have nots** (غریب لوگ). The authority of law is only for them. The police are very harsh and uncivil to the poor people. They are illtreated by the police. They are ignored and are not listened to in any matter. Sometimes, their houses are broken into and their women and children are subjected to physical beating. The poor and the downtrodden (غریب) are molested (بے عزت کرنا) and dishonoured by the police.

The poor are denied justice. This thing produces in them a sense of deprivation (محرومی کا احساس). As compared with a poor person, a rich man is quite safe at the hands of police. He is treated as V.I.P, though he may be a criminal. He is provided all comforts and amenities (سہولتیں) during the course of investigation.

Sir, our is an Islamic country. In Islam all are equal. It is very unfortunate that our police do not stand by law. They stand by the pelf and power of a criminal. I hope you will look into this matter deeply and issue orders for the working of police officials on the basis of justice and equality.

Yours sincerely,
X.Y.Z.

28. Write a letter to the Nazim of your city regarding the poor sanitary conditions and broken sewarage line of your area.

The Nazim,
A.B.C. City.

Subject: **Complaint about the poor sanitary conditions of A.B.C area of the city.**

Sir,

I want to draw your attention towards the bad and dangerous sanitary conditions of our locality A.B.C. The sewarge line of the locality has broken at many points. The polluted (آلودہ) and dirty water is running in the streets. People face great difficulty in movement in the presence of this soiled (گندہ) water. They cannot go to the mosque to say prayers lest their clothes should be turned dirty and 'impious'. (ناپاک) The dirty water is responsible for the spread of many epidemics. (وبائی امراض) Many old people, children and women have already fallen ill. They suffer from malaria fever, diseases of stomach and skin.

Dirty water keeps standing for many days and gives out stinking smell. (بدبو) It has become a breeding spot of flies and mosquitoes. The matter was brought to the sanitary inspector of the area, but he did not pay heed to this problem.

I request you to solve this problem as soon as possible. Cleanliness has been described by our religion as next to godliness. You may win the favour of all of us if you improve the sanitary conditions of the locality A.B.C.

Yours sincerely,
X.Y.Z.

Corruption in offices

29. Write a letter to the Editor of a newspaper protesting against th corruption that prevails in the offices.

The Editor,
The Dawn,
Lahore.

Subject: Corruption in offices.

Sir,

I want to enlighten the public opinion against the curse of corruption which i eating the roots of our society. Corruption, in its monstrous (بہت زیادہ بھاری جرم) form exist at all levels in our society. There is no department of life where it does not exist. I exists in the form of cheating, fraud (دھوکہ), swindling (دھوکہ دہی) and the use of unfair means and the embezzlement (غبن) of funds. Bribery (رشوت) and acceptance of gratification (رشوت) are its other forms.

There is no private or government office where this evil does not exist. The lower staff including the clerks and peons usually looks for some kind of favour or bribe. The higher officers have their own ways of accepting bribes. They usually ge them at home or at a neutral place. The government funds are misappropriated (ناجائز) (کرنا) or embezzled. The national secrets are imparted to the enemy for the sake of money. Corruption has weakened the very fibre of society. It has given birth to a large number of terrorists. Corruption has become a festering sore (ناسور) for our nation. It has caused a serious loss to our morals and manners. It has damaged the process of justice and merit. A highly powered government officer can sell the confidential secrets regarding the security of the country to the enemy, after accepting money.

To eradicate corruption is no doubt a herculean (مشکل) task, but it is not impossible. We should adopt the following measures to fight out corruption.

1. An anti corruption propaganda against corruption should be launched in the mass media. The names of the ring leaders of corruption should be made published and their property should be confiscated (ضبط کر لینا). They should be punished severely (سخت)
2. The discretionary (اختیاری) powers of the officers should be minimized. (کم کرنا)
3. A drive for simple living should be launched.

Yours sincerely,
X.Y.Z

Some more useful and important letters to the Editor

About bomb blasts in Pakistan

30. Write a letter to the Editor of a newspaper about bomb blasts in Pakistan.

The Editor,
The Dawn,
Lahore.

Subject: **Bomb blasts in Pakistan.**

Sir,

Kindly publish these lines against the terrorist activity of bomb blasts in Pakistan in your newspaper. I want to enlighten the public opinion about bomb blasts in our country.

Everybody knows that our country is in the grip of terrorism. (دہشت گردی کی گرفت میں) The recent bomb blasts have sent the entire country in great grief (غم) and shock. The bomb blasts have become a routine matter in the country. There are many factors behind these bomb blasts. **First of all,** it seems that anti Pakistan agencies seem to have an invisible (غیر مرئی) hand in them. They are afraid of a stable and strong Pakistan. They are against the very existence of our country. They want to put the entire country to anarchy (افراتفری) and in this way intend to weaken it.

Secondly, there are anti Pakistan and anti Islam elements who want to shake the very foundation of Pakistan. They are against the very ideology of our country. They do not want to see Pakistan a stable and prosperous country. (خوشحال ملک) That is why, they commit the cowardly act of bomblast.

Thirdly: Our country is divided into many religious sects. The people of one sect are at war with the other sects. The sectarian clashes (فرقہ وارانہ فسادات) have taken the ugly form of bomb blast.

Bomb blasts cause a great loss to the life and property of people. The innocent men, women and children are killed. The entire stream of life comes to a stand still. The bomb blasts cause panic (افراتفری) and horror in the country. The economic activity in the country is also arrested.

I suggest the following steps to put an end to this heinous (وحشیانہ) crime.

1. Our law enforcing agencies should be made vigilant (چوکس). They must keep an eye on the suspected people.
2. The arrested culprits (گرفتار شدہ مجرم) should be given exemplary punishment. They must be hanged publicly.
3. The nation should make an end to all type of differences. People must be united on one plateform to fight a war against terrorism.

Yours sincerely,
A.B.C.

Combating Terrorism OR Tackling Terrorism

31. Write a letter to the Editor of a newspaper, suggesting ways and means to combat terrorism going on in the country. (Solved)

The Editor,
The Dawn,
Lahore.

Subject: **Combating OR tackling Terrorism**

Sir,

Kindly publish these lines in your newspaper 'The Dawn'. I want to enlighten the public opinion on terrorism and how to tackle the issue.

Everybody knows that terrorism in our country has been imported from the Afghan American war. America has shifted its war against terrorism to Pakistan. Now all the important cities of Pakistan offer a sight of bloodshed, violence and destruction. No private, public or Govt. building is safe. The terrorists hit with great comfort the police stations, hotels, schools, universities, bus stops and railway stations. They have targeted many high ranking officers of military and police. The self suicide attacks have become a routine matter of life. There is no solution to these attacks. They are always ready to sacrifice their lives for handsome amount of money.

There is great attraction for them in the money which they get for their members of family. The suicide bombers kill innocent men, women and children. The targeted place offers a sight of miserable cries and pathetic (پُردرد) woes. The place is littered with dead bodies. The sky kissing buildings are razed to earth in no time. The question arises how to tackle the issue.

1. The Govt. should adopt strict security measures to check the presence of doubtful persons. Admission to offices must be made possible on the production of identity cards.
2. The walls of all Govt. buildings must be raised. The close circut security cameras may be fixed at the entrance gate of every important Govt. or private building.
3. The metal detectors should be used to detect persons having explosive material.
4. The network of suicide bombers must be unearthed and those found guilty must be severely punished.
5. Relgious extremism should be fought by the sane thinkers of society. Media should play its role in fighting aginst terrorism.

Yours sincerely,
A.B.C.

Bad condition of roads

32. Write a letter to the Editor of a newspaper about bad condition of roads.

The Editor,

The Dawn.

Lahore.

Subject: **Bad condition of roads.**

Sir,

Kindly publish these lines in your newspaper about the bad condition of the roads of the city. The Municipal Corporation of the city is at fault. There are many roads in the city. Some of them do not exist at all. They have been washed away in the recent rains. There are some other roads which are in a bad shape. There are many ditches (کھائیاں)and cavities in them. Sargodha Road is specially a case in point. This road lies in the heart of the city. The biggest hospital of the city is situated on it.

But unfortunately, this road has never been repaired. Water stands on it. Its surface is quite uneven (غیر ہموار). The sick people receive jolts and jerks (دھچکے), when they travel on it. It has been reported in the press that an old man suffering from heart attack, died on the way. He received many jerks (جھٹکے) and breathed his last in the long run. There are other roads which need immediate repair. The circular road does not exist at all. It is an apology for a road. Repair of the road started ten years ago, but it was discontinued for unknown reasons.

In the rainy seasons, these roads are submerged (ڈوب جانا) in water. The traffic becomes impossible. I want to draw the attention of the authorities, through your newspaper to repair these ill-conditioned roads as soon as possible.

Yours sincerely,
A.B.C.

Opening of more women colleges

33. Write a letter to the Editor of a newspaper about opening more women colleges in your area.

The Editor,
The Dawn,
Lahore.

Subject: Opening of more women colleges.

Sir,

Kindly allow me to use the space of your newspaper about a very grave problem (سنجیدہ مسئلہ) faced by the student community of our city. Our city is one of the biggest cities of Pakistan. But unfortunately, the facilities of female education are very inadequate (نامناسب). There is only one women college in the city. It is already crowded (بھرا ہوا). After the matriculation result, a large number of girl students rush to the college for admission. A large number of them are refused admission.

This college does not cater (پوری کرتا) for the needs of the girl students. The classes at the college are very large. There is a small laboratory in it. It does not fulfil the needs of science students. The quality of education is adversely affected (بری طرح متاثر ہوتا). The students cannot establish the traditional (روایتی) relationship that used to exist in the past between the teacher and the taught.

The citizens of the city are greatly worried at the lack of educational facilities for women. The intelligent and hard working girls are deprived of the chance of education. The parents are too poor to send their daughters to other cities. Moreover, most of them are purdha observing people. They cannot send their daughters to other towns for higher education.

The present government is giving great importance to the education of women. Women are working shoulder to shoulder with men in every field of life. It is an age of knowlege and reason. We cannot keep our girls uneducated. It is, therefore, requested that more women collegs should be opened at different places in the city.

Yours sincerely,
A.B.C.

Violation of the women rights

34. Write a letter to the Editor of a newspaper about the gross violation of women rights.

To
The Editor,
The News.
Lahore.

Subject: **Violation of women rights.**

Sir,

Kindly publish this letter in your daily paper 'The News' about the maltreatment (برا سلوک) of women in our country. I want to enlighten the public opinion about the rights of women in our society.

It is a fact that women form half of the population of the country. But unfortunately, majority of them are uneducated and illiterate (ناخواندہ). Our society is a male dominated society. In villages as well as in cities, the women are maltreated by men. There is only a small section of women who lead a peaceful and prosperous (خوشحال) life. The feudal lords, industrialists and mill owners regard women their slaves (غلام) or servants. The women being physically weak cannot protest against the harsh treatment meted out to them (کیا جاتا ہے)by men. There are many serious violation of women rights which are going on in our country.

1. Under the feudal (جاگیرداری) and tribal culture, the women are disgraced (بے عزتی کرنا) and humiliated in the public. They are forced to walk naked in the markets and bazars of the village. Such incidents have taken place in the villages of the southern(جنوبی) Punjab and have been reported in the newspapers.
2. The incidents of acid throwing (تیزاب پھینکنا) on the face of women are also on the increase. The beautiful face of young girls is injured and disfigured (بگاڑنا)for ever. The culprits (مجرم) are never punished.
3. The incidents of death of newly married women from stove bursts are reported in the newspapers. The cases of tit for tat (ادلے کا بدلہ) violence (تشدد) and divorcing of women in swap marriages (وٹہ سٹہ کی شادی) take place in rural areas of the country.
4. In Sindh many feudal lords do not want to give the inherited (ورثہ) property to their daughters and sisters. They do not let their women marry. They are said to marry The Quran.
5. The evil of dowry system (جہیز کا نظام) has ruined the married life of many girls. Many married girls cannot swallow (برداشت کرنا) the taunts and jeers (لعن طعن) of their in law's. Consequently (نتیجے کے طور پر) they commit suicide (خودکشی کرنا).

The following suggestions are given to better the lot of women.

1. Women should be educated at mass level (عوامی سطح پر) and be made aware of their rights through electronic media.
2. The law regarding the protection of women rights must be enforced seriously.
3. The culprits (مجرم) must be given capital punishment (سزائے موت).

Yours sincerely
A.B.C.

Heavy marriage expenses

35. Letter to the Editor of a newspaper against heavy marriage expenses.

The Editor,
The News.
Lahore.

Subject: Heavy marriage expenses.

Sir,

I want to enlighten the public opinion on a social evil which has assumed an alarming position in our country. It is about the heavy expenses on marriages. Now-a-days marriages have become a show of wealth and prosperity. (خوشحالی)The rich people spend a huge amount of money on the marriage of their sons and daughters. They spend their unlawful and illgotten money (ناجائز آمدن)on different functions of the marriage. A huge amount of money is wasted on the illumination (ناجائز آمدنی)and decoration of their houses. A large number of guests are invited to the marriage party. Many days before the marriage, the ceremonious functions are performed. The **'Rasmi Hina'** is performed with full glitter. Different dishes are cooked and served to the guests. There are families in the country which arrange musicians and singers for the entertainment of guests. Firing takes place without only hindrance. On the marriage day, many unnecessary rituals (رسم و رواج) are performed.

The bride and the bridegroom spend a lot on their personal decoraion and make-up. A huge crowd of guests is invited to participate in the function.

The poor people are frustrated at this show of wealth. It is very difficult for them to arrange marriages of their sons and daughters. The dowry system (جہیز کا رواج) too has left a bad influence on the poor and middle class people. Kindly write an editorial and highlight the evil of spending lavishly on the marriage parties.

Yours sincerely,
A.B.C

Rising trend of committing suicide in our country

36.Write a letter to the Editor of a newspaper about the rising trend of commiting suicide in our country.

The Editor,
The Dawn.
Lahore.

Subject: **The rising trend of committing suicide in our country.**

I want to enlighten the public opinion on the rising trend of committing sucide (خودکشی کرنا) in our country. This trend (رجحان) is gaining ground (جڑ پکڑ رہا ہے) in our country. Let us study the causes for it.

All of us know that our country is suffering from many social, cultural and religious ills. It is for the first time in the history of our country that a large number of people have put themselves to death. The reasons for this act of madness are quite obvious (واضح). They find unable to cope with (مقابلہ کرنا، ساتھ چلنا) the pressure of poverty and injustice. In our country, people are beset with (گھرے ہوئے) the problem of unemployment. It has become very difficult for a poor man to make both ends meet now-a-days. Poverty and unemployment are greatly responsible for the popularity of committing suicide.

However, these two factors are not only responsible for it. Poverty (غربت) has always been a problem in every society of the world. Causes for committing suicide may vary from man to man but there is one thing which is common in every case. It is sense of hopelessness, the feeling that all doors are closed and that no one is willing to listen, compels a person to commit suicide.

It is suggested that government should pay its earnest attention to public welfare schemes which may create new jobs for the poor and down trodden (کچلے ہوئے لوگ). The judicial system must be overhauled. The administrative system should be made a bit more caring. The doors of police stations, hospitals and school should be opened to the poor. Such steps should be taken in time to curb this trend.

Yours sincerely.
A.B.C.

On Rising of prices

37. A letter to the Editor of a newspaper on rising of prices. P.U. 2010

The Editor,
The Dawn.
Lahore.

Sir,

I want to enlighten public opinion on the rising of prices of different provisions of life in the country.

We are aware that the prices of essential goods of life are sky rocketing (آسمان کو چھو رہی ہیں) Vegetables and fruits are selling at very high price. They have reached beyond the buying capacity of a common person. Prices of mutton and beef (بڑا گوشت) have already gone beyond the reach of common man. This cheap means of getting protein has been denied to the people. The prices of cloth, shoes and ready made garments are also out of the reach of a common man. It has become very difficult for a common man to arrange milk for his children. The price of pulses (دالیں) and other provisions of daily life has risen to the maximum.

Everybody knows that the wages of majority of the population is very limited and meagre (معمولی). Two third population of our country lives under the line of poverty. They have neither houses to live in, nor sufficient food to live on. They are already leading a very miserable (قابل رحم) life. They make both ends meet with great difficulty. The recent price hike has made their life miserable. (خستہ حال) They feel worried and nervous at the rising trend of price of daily provisions of life.

The government should adopt definite economic measures to ease the situation.

Yours sincerely,
A.B.C.

Unlawful encroachments.

38. Write a letter to the Editor of a newspaper about unlawful encroachments.(غیر قانونی تجاوزات)

The Editor,
The Dawn.
Lahore.

Subject: **Letter to the editor about unlawful encroachment.**

Sir,

I want to bring to your kind notice that the beauty of our city has been defaced by unlawful encroachments. The unlawful encroachments have sprung in our city all of a sudden. There is hardly any bazaar in the city where the shopkeepers, traders and merchants have not made an addition to their shops by encroachment. Most of the shopkeepers use the space in front of their shops for the storage of their merchandise (اشیاء فروخت) and to display the goods. Scores of shopkeepers have rented out (کرائے پر دینا) footpaths in front of their shop for a handsome amount of money. The town administration is said to collect millions of rupees monthly from the encroachers. Nobody could do business on a footpath or road without greasing their palms. (رشوت دیے بغیر)

The crowd of unlawful encroachments has defaced(مسخ کرنا، خراب کرنا) the beautiful face of the city. The pedestrian(پیدل چلنے والے) find it very difficult to pass through any market or bazaar. This has also added to the pollution(آلودگی) of the city.

It is suggested that the town / city administration should make a fair and just operation to eliminate (ختم کرنا) unlawful encroachment from the city. The encroachers should be fined and punished. However they should be given some alternative space to do their business. They should not be deprived (محروم کرنا) of their livelihood.

Yours sincerely,
A.B.C.

39. Write a letter to the Editor of a newspaper about plantation of trees in your city.

The Editor,
The Dawn.
Lahore.

Subject: Tree plantation

Sir,

I want to draw the public opinion about the importance of free plantation in the country. Everybody knows that trees are the gift of God. They are a kind and comfortable friend of man. They purify the air and fight against pollution (آلودگی). It is unfortunate that our Govt. is paying a little attention to this matter. New trees are not planted in the country. It is surprising that old trees are also cut down mercilessly (بے رحمی کے ساتھ) in order to widen the roads. The new industrial units are being set up. In order to clear the land, the old and big trees are removed. Moreover, new housing colonies are being established in forests and at green places. The trees and green foliage (پتے) are removed to build houses. This is an inhuman act.

People in Pakistan do not realize that trees beautify our country. They provide us shade and keep us away from the burning heat of the sun.
They provide us oxygen in plentiful. In this way, they add a lot to human health.
People must know that they are being deprived (محروم) of their best friend.
The following measures should be adopted to enrich our land with trees.

1. The Govt. should educate the people about the importance of trees on electronic media.
2. New trees must be planted and the farmers who plant the maximum number of trees must be given prizes.
3. The Govt. should make punishable laws against the cutting down of trees.

Yours sincerely,
A.B.C

40. Write a letter to the Editor of a newspaper about the need of building more dams in the country.

The Editor,
The Dawn,
Lahore.

Subject: **The need of building of more dams.**

Sir,

Our country is facing many problems now-a-days. The energy crisis has gripped (گرفت میں لیا) the country very badly. We are faced with shortage of water for irrigation. At the same time, floods visit our country frequently (اکثر اوقات). Many countries of the world have solved these problems by building more dams. A few examples are as follows:

China has built the world's largest dam on River Yangtze. On the one hand, this dam prevents floods and at the same times, it produces electricity for the country. The Netherlands is another living example. It has constructed one of the largest dams that is masterpiece in itself. The dam was built in response to the 1953 floods, appearing off the North Sea. It protects a large part of the Netherlands from flooding.

To protect London from floods, a huge mechanical barrier (رکاوٹ) has been erected across the river Thames. The U.S has constructed three flood prevention structures in New Orleans. The whole world is constructing dams to avert floods. It is very unfortunate that we have failed to construct Kalabagh dam, because we cannot get a political consensus. (سیاسی ہم آہنگی)

Can we get it? Do we solve all other problems by getting a political consensus? It is very essential for the security and stability of Pakistan to build Kalabagh and other dams. The very existence of our country will remain at stake without the construction of these dams.

Yours sincerely,
A.B.C

41. Write a letter to the Editor of a newspaper about the problems of working women.

The Editor,
The Dawn,
Lahore.

Sir,

Kindly publish this letter in your newspaper, I want to enlighten the public opinion about the problems of working women in Pakistan. As you are aware, women have entered into every field of life. They are working shoulder to shoulder with men. We see them working in every office, department, hospital and university of the country.

But unfortunately, they are not very comfortable with their jobs. They face some genuine (اصل) and real problems. **First of all**, they face great hardship in having a suitable accommodation (مناسب رہائش) at their place of work. They lack transportation facility. Most of the women have to travel in a bus or a van to reach the place of job. It is a very troublesome experience for them. Every eye is feasted on them. They are put to a position of embarrassment. (پریشانی)

A large number of women have to perform their duties along with men. In a male dominated society, they work in an atmosphere of fear and uncertainty. They are always afraid of losing their feminine grace and charm. Some of them are misled and fall a victim to the beastly (حیوانی) passions of men. They are greatly disturbed and shocked when they are transferred to some unknown place. The women with children suffer the most. They are deprived of (محروم کرنا) the love of their children. They fail to look after their husband.

The following suggestions are given to overcome these hardships.

1. Govt. should build women hostels in every city and town.
2. Public transport should be made available to every woman to reach her place of work.
3. They must not be transferred without any solid reason.
4. They should be given job at the place of their husband's work.

Yours sincerely,
A.B.C

CHAPTER 11 Essay Writing

(a) Some Gems of Wisdom

Aid to essay writing

FOR A GRADE STUDENTS:

مضامین میں استعمال کرنے کیلئے قیمتی مواد:

طلباء سے گزارش ہے کہ وہ اپنے Essays کو مختلف دانشوروں اور مفکروں کے اقوال سے مزین کریں اور انھیں اپنے Essays میں اساتذہ
کرام کی مدد سے Adjust کریں۔ انھیں زبانی یاد کریں۔

A. Quotable Quotations

Likely Subject	Quotations	Author
Act now	Trust no future, howe'er pleasant Let the dead Past bury its dead! Act- act in the living Present! Heart within, and God o'erhead!	H.W. Longfellow
A Nation's Strength	Not gold but onlymen can make A people great and strong; Men who for truth and honour's sake, Stand fast and suffer long	R.W. Emerson National Songs
Adversity	Sweet are the uses of adversity Which like the toad, ugly and venomous, Wears yet a precious jewel in his head. **(As you like it)** Act 2 Se-I	William Shakespeare
Adversity غربت	**Prosperity** is the blessing of the old testament; adversity is the blessing of the new,	Francis Bacon
Adversity	Diamonds cannot be polished without friction, nor man can be perfected without trial.	Anonymous
Adversity	Prosperity doth best discover vice, but adversity best discover virtue	Francis Bacon
Advice	Advice is seldm welcome; and those who want it the most, always want it the least.	Earl of Chesterfield
Age	Crabbed age and youth cannot live together; Youth is full of pleasance, age is full of care. **(Poems)**	William Shakespeare

Ambition	That lowliness is young ambition's ladder, Whereto the climber upward turns his face; But when he once attains the upmost round, He then unto the ladder turns his back, Looks in the clouds, scorning the base degrees By which he did ascend. **(Julius Caesar)**	**William Shakespeare**
Ambitious حریص، پرعزم	As Caesar loved me, I weep for him; as he was fortunate, I rejoice at it; as he was valiant, I honour him: but as he was ambitious, I slew him..... Who is there so base that would be a bondman? If any, speak for him have I offended. **(Julius Caesar)**	**William Shakespeare**
Antagonist مخالف	He that wrestles with us strengthens our nerves, and sharpens our skill. Our antagonist is our helper	**Edmund Burke**
Ballot	The ballot is stronger than the bullet.	**Abraham Lincoln**
Beauty	Remember that the most beautiful things in the world are the most useless; peacock and lilies for instance	**John Ruskin**
Beauty	a thing of beauty is a joy for ever. Its loveliness increases; it will never, Pass into nothingness	**John Keats**
Beauty	"Beauty is truth, truth beauty." That is all Ye knows on earth, and all ye need to know.	**John Keats**
Beauty	Beauty provoketh thieves sooner than gold.	**William Shakespeare**
Beauty	Beauty is in the eyes of the beholder	**Margaret Hangerford**
Birth	Our birth is but a sleep and a forgetting; The soul that rises with us, our life's star, Hath had elsewhere its setting, And cometh from a far.	**Wordsworth**
Book	Who kills a man, kills a reasonable creature, Gods image; but he who destroys a good book, kills reason itself, kills the image of god, as it were in the eye.	**John Milton**
Book	A good book is the precious lifeblood of a master spirit, embalmed and treasured up on purpose to a life beyond life.	**John Milton**
Book	A good book is the best of friends, the same today and for ever.	**Martin Tupper**
Book	Some books are to be tasted, others to be swallowed and some few to be chewed and digested	**Francis Bacon**
Borrower	Neither a borrower nor a lender be; For loan oft loses both itself and friend. (Hamlet)	**William Shakespeare**

Brevity	Brevity is the soul of wit. (Hamlet)	William Shakespeare
Character	But I am constant as the northern star Of whose true fixed and resting quality There is not fellow in the firmament (Julius Caesar)	William Shakespeare
Character (Test)	Men have a touchstone whereby to try gold, but gold is the touchstone whereby to try men	Thomas Fuller
Power of Character	The fault, dear Brutus, is not in our stars But in overselves that we are underlings	William Shakespeare
Child	The child is father of the man, And I would wish my days to be Bound each to each by natural piety.	William Wordsworth
Childhood	I have had playmates, I have had companions In my days of childhood, in my joyful schooldays All, all are gone, the old familiar faces	Charles Lamb
Circumstances	Man is not the creature of circumstances Circumstances are the creatures of man	Anonymous
Communism	From each according to his abilities To each according to his needs	Karl Marx
Cowards	Cowards die many times before their death's The valiant never taste of death but once. **(Julius Caesar)**	William Shakespeare
Credulity	Credulity is the man's weakness but the Childs strength	Charles Lamb
Crown/ Power	Uneasy lies the head that wears the crown. (Henry IV)	William Shakespeare
Death	For that which is born death is certain, and for the dead birth is certain. Therefore grieve not over that which is unavoidable	Bhagavad Gita Gita
Death	In this world nothing can be said to be certain, except death and taxes	Benjamin Franklin
Death	All that live must die Passing through nature to eternity (Hamlet)	William Shakespeare
Death	A man can die but once; we owe God a death (Henry IV)	William Shakespeare
Death	When beggars die there are no comets seen; The heavens themselves blaze forth the death of princes. **(Julius Caesar)**	William Shakespeare
Death	Death is one of two things. Either it is annihilation or the dead have no consciousness of anything; or as we are told, it is really a change; a migration of the soul from this place to another	Socrates

Death	We than with brief Thanksgiving, Whatever God may be, That no man lives forever, That dead men rise up never, That even the weariest river, Winds somewhere safe to sea.	A.C Swinburn
Death / Fate	The glories of our blood and state Are shadows not substantial things There is no armour against fate Death lays his icy hands on kings Sceptre and crown Must tumble down And in the dust be equal made With the poor crooked scythe and spade	James Shirley
Deeds	We live in deeds, not years; in thoughts, nor breaths In feelings, not in figures on a dial We should count time by heartthrobs. He most lives	**P.J. Bailey**
Deeds	Who thinks most- feels the noblest- acts the best For sweetest things turn sourest by their deeds; Lilies that fester smell far worse than weeds. **(Poems)**	**William Shakespeare**
Deeds (Good)	The evil that men do lives after them. The good is oft interred with their bones. **(Julius Caesar)**	**William Shakespear**
Deeds (Good)	How far that little candle throws his beams! So shines a good deed in a naughty world. **(Merchant of Venice)**	**William Shakespear**
Democracy	A perfect democracy, the most shameless thing in the world	**Edmund Burke**
Democracy	Government of the people, by the people, and for the people, shall not perish from the earth.	**Abraham Lincoln**
Democracy	You can fool all the people, some of the time and some of the people all the time, but you cannot fool all the people all the time.	**Abraham Lincoln**
Democracy	Democracy substitutes election by the incompetent many for appointment by the corrupt few.	**G. Bernard Shaw**
Destiny	I claim not to have controlled events, but confess plainly that events have controlled me.	**Abraham Lincoln**
Destiny	But yesterday the word of Caesar might Have stood against the world, now lies he there, And non so poor to do him reverence **(Julius Caesar)**	**William Shakespear**

Destiny	As flies to wanton boys we are to gods They kill us for their sport	Shakespeare
Destiny	There is a tide in the affairs of men, Which taken at the flood, leads on to fortune; Omitted all the voyage of their life Is bound in shallow and in miseries. **(Julius Caesar)**	William Shakespeare
Devil	The devil can cite Scripture for his purpose **(Merchant of Venice)**	William Shakespeare
Dictators	Dictators ride to and fro upon tigers, which they dare not dismount. And the tigers are getting hungry.	Winston Churchill
Diplomat	A diplomat is a man who always remembers a woman's birthday but never remembers her age.	Robert Frost
Discretion	The better part of valour is discretion. **(Henry IV)**	William Shakespeare
Dream	Dreams are true while they last, and do we not live in dreams?	Alfred Tennyson
Duty	I slept and dreamt that life was beauty I woke and found that life was duty	Anonymous
Duty	The woods are lovely, dark and deep But I have promises to keep. And miles to go before I sleep.	Robert Frost
Duty	Stern Daughter of the voice God, O Duty ! if that name thou love, Who art a light to guide, a rod To check the erring and reprove	Wordsworth
Education	T'is education form the common mind Just as the twig is bent, the tree's inclined	Alexander Pope
Education	Education makes a people easy to lead, but difficult to drive; easy to govern but impossible to enslave.	Lord Biougham
Eyes	Drink to me only with thine eyes, And I will pledge with mine; Or leave a kiss but in the cup, And I'll not look for wine.	Benjonson
Example	Lives of great men all remind us We can make our lives sublime, And, departing, leave behind us Footprints on the sands of time.	Longfellow
Faith	He who loses money, loses much He who loses a friend loses more, But he who loses faith loses all.	

Fate	It matters not how straight the gate, How charged with punishments the scroll, I am the master of my fate; I am the captain of my soul,	W.E. Henley
Fools	For fools rush in where angels fear to tread	Alexander Pope
Forgive	To err is human, to forgive divine	Alexander Pope
Friend	I shot an arrow into the air It fell to earth I know not where And the song from beginning to end I found again in the heart of a friend.	H. W. Longfellow
Friend	Forsake not an old friend, for the new is not comparable to him. A new friend is as new wine; when it is old, thou shall drink it with pleasure.	Anonymous
Friend	A faithful friend is a medicine of life	Anonymous
Friend	Some great misfortune to potend No enemy can match a friend	Jonathan Swift
Friend	Against a foe I can myself defend, ----- But Heaven protect me from a blundering friend!	Arcy W. Thompson
Futlity of life	Full many a flower born to blush unseen And waste its sweetness on the desert air	Gray, Elegy
Genius	Genius is one percent inspiration and ninety nine percent perspiration.	Anonymous
Glories	Glories like glowworms, afar off shine bright, But looked to near, have neither heat nor light.	John Webster
God	God moves in a mysterious way, He wonders to perform; He plants his footsteps in the sea, And rides upon the storm.	William Cowper
God	Judge not the lord by feeble sense, But trust him for his grace; Behind a frowning Providence He hides a smiling face.	William Shakespear
God	In the beginning God created the heaven and the earth. And God said, Let there be light; and there was light. 'So God created man in his own image, in the image of God he him; male and female created he then.	Bible
Government	Every nation has the government that it deserves	Anonymous
Government	No government can be long secure without a formidable opposition.	Benjamin Disraaeli
Greed	The love of money is the root of all evil.	Timothy

Guilt	Will all great Neptune's ocean wash this blood Clean from my hand? No, this my hand will rather The multitudinous seas incarnadine, Make the green one red. **(Macbeth)**	William Shakespeare
Honour	Honour and shame from no condition rise; act well your part; there all the honour lies	
Humour, Joy	Laugh and the world laughs with you Weep and you weep alone For the sad old earth must borrow its mirth But has trouble enough of its own	Wilcon
Happiness	Trust no Future, how e'er pleasant! Let the dead past bury its dead! Act- act in the living present! Heart within, and God O'erhead!	H.W. Longfellow
Imperfect (Beauty)	Roses have thorns, and silver fountains mud; Clouds and eclipses stain both moon and sun. (Poems)	William Shakespeare
Jealousy	O! beware, my lord, of jealousy, It is the green eyed monster which doth mock The meat it feeds on. (Othello)	William Shakespeare
Joy	Some cause happiness wherever they go, others whenever they go.	Anonymous
Joy	People are lonely because they build wall instead of bridges.	Anonymous
Joy	Success is getting what you want.	Anonymous
Joy	It takes both rain and sunshine to make a rainbow.	Anonymous
Joy	Joy is not in things but in us.	Anonymous
Kindness	Little drops of water, little grains of sand, Make the mighty ocean and the pleasant land.	Julia A.F.
Kindness	Little deeds of kindness, little words of love Help to make earth happy, like the heaven above	Julia Carney
Labour	Heights by great men reached and kept Were not attained by sudden flight; For they; while their companions slept Were toiling upward in the night	H.W. Longfellow
Labour (fruits)	No gain, no palm, no thorn, no throne; No gall, no glory; no cross no crown	William Penn
Law	Laws grind the poor, and rich men rule the law	Oliver Goldsmith
Leadership	They never fail who die In a great cause; the block may soak their gore; Their heads may sadden in the sun; their limbs Be strange to city gates and castle walls----	

Life	Tell me not in mournful numbers Life is but an empty dream For the soul is dead and slumbers And things are not what they seem	H.W. Longfellow
Life	Life is real ! Life is earnest! And the grave is not its goal. Dust thou art, to dust returnest Was not spoken of the soul	H. W. Longfellow
Life	Life is brief- a little hope, a little dream and then goodnight.	Leon Montenaacken
Life	This life at best is as an inn. Sad we the passengers	James Howell
Life	Oh, lift me as a wave, a leaf, a cloud I fall upon the thorns of life ! I bleed ! A heavy weight of hours has chained and bowed One too like the, tameless, and swift and proud	Shelley
Life	Lives of great men all remind us We can make our lives sublime And departing, leave behind us Footprints on the sands of time.	Longfellow
Life	Life is a real ! life is earnest! And the grave is not its goal.	Longfellow
Life	Life like a dome of many coloured glass Stains the white radiance of Eternity	Shelley
Little Neglect	A little neglect may breed mischief; for want of a nail the shoe was lost; for want of a shoe, the horse was lost; and for want of a horse, the rider was lost.	Benjamin Franklin
Little Things	Little drops of water, little grain of sand Make the mighty ocean, and the pleasant land So the little minutes, humble may though be Make the mighty ages of eternity	Julia Carney
Love	Where love is there God is	Anonymous
Love	We may give without loving but we cannot love without giving	Anonymous
Love	Love cannot be wasted, it makes no difference where it is bestowed, and it always brings in big returns.	Anonymous
Love	To handle yourself use your head To handle others, use your heart	Anonymous
Love	The father is the head of the house The mother is the heart of the house	Anonymous
Love	It is better to have loved and lost than never to have loved at all.	Anonymous

Love	A woman worries about the future until she gets a husband, while a man never worries about the future until he gets a wife.	Anonymous
Love	Man's love is of man's life a thing apart, 'Tis Woman's whole existence	Byron. Don Juan
Love	He prayeth best, who loveth best, A thing both great and small; For the dear God who loveth us, He made and loveth all	Coleridge
Man (patriotic)	Breathes there the man with soul so dead Who never to himself hath said? This is my own, my native land!	Sir Walter Scottt
Man (Positive thinking)	Life's battle don't always go To the stronger or faster man, But sooner or later the man who wins Is the man who thinks he can	H. W. Longfellow
Man (Good)	Bad men live to eat and drink, whereas good men eat and drink in order to live	Socrates
Man (Good)	Nothing can harm a good man, either in life or death.	Socrates
Man (Honest)	An honest man's the noblest work of God	Alexander Pope
Man (Patriotic)	Never in the field of human conflict was so much owed by so many to so few.	Winston Churchill
Man	And much it grieved my heart to think What man has made of man	Wordsworth
Manners	A gentle mind by gentle deeds is known, For a man by nothing is so well bewared, As by his manners	Edmund Spenser
Men (Great)	The height by great men reached and kept. Were not attained by sudden flight. But, they while their companion slept. Were toiling upwards in the night.	H.W. Longfellow
	Men (Great) Lives of great men all remind us We can make our lives sublime And, departing, leave behind us Footprints on the sands of time.	H. W. Longfellow
Men (Great)	Be not afraid of greatness; some men are born great, some achieve greatness and some have greatness thrust upon them. **(Twelfth Night)**	William Shakespeare

Men (Great)	No great men live in vain. The history of the world is but the biography of great men.	Thomas Carly
Mercy	The quality of mercy is not strained It droppeth as the gentle rain from heaven Upon the place beneath; It is twice blessed; It blesseth him that gives and him that takes. **(Merchant of Venice)**	William Shakespeare
Mind	The mind is its own place and in itself can make a heaven of hell, a hell of heaven	John Milton
Miser	They are as sick that surfeit with too much, as they that starve with nothing. (Merchant of Venice)	William Shakespeare
Misery	Misery acquaints a man with strange bedfellows. **(Tempest)**	William Shakespeare
Mother	The hand that rocks the cradle Is the hand that rules the world	W.R. Wallace
Music	Heard melodies are sweet, but those unheard Are sweeter, therefore, ye, soft dities play on	Keats
Name	What's in a name? that which we call a rose By any other name would smell as sweet. **(Romeo and Juliet)**	William Shakespeare
Nature	Accuse not nature, she hath done her part; Do thou but thine	John Milton
Nature	All are but parts of one stupendous whole' Whose body nature is, and God the soul,	Alexander Pope
Nature	For men may come and men may go But I go on for ever.	Lord Tennyson
Nature	I wandered lonely as a cloud That floats on high o'er vales and hills, When all at once I saw a crowd. A host of golden daffodils	William Wordsworth
Nature	My heart leaps up when I behold A rainbow in the sky.	William Wordsworth
Nature	To me the meanest flower that blows can give Thoughts that do often lie too deep for tears.	Wordsworth
Nature (Solitude)	Continuous as the stars that shine And twinkle on the milky way Ten thousand saw I at a glance Tossing their head in sprightly dance They flash upon that inward eye Which is the bliss of solitude	William Wordsworth

News	When a dog bites a man that is not news, but when a man bites a dog that is news	Charles A Dana
Newspapers	Newspapers always excite curiosity. No one ever lays one down without a feeling of disappointment	Charles Lamb
Oblivion	Full many a flower is born to blush unseen And waste its sweetness on the desert air	Thomas Gray
Patience	Though the mills of God grind slowly, yet they grind exceeding small; Though with patience. He stands waiting, with exactness grinds He all.	H. W. Longfellow
Patriotism	Happy the man, whose wish and care A few paternal acres abound, Content to breathe his native air In his own ground	Alexander Pope
Patriotism	There is no land like England When e'er the light of day be There are no hearts like English hearts, Such heart of oak as they be	Tennyson
Peace	Peace hath her victories No less renown than war For what can war, but endless war still breed?	John Milton
Pessimism	The world, which seems To lie before us like a land of dreams, so various, so beautiful, so new Hath really neither joy, nor love nor light No certitude, nor peace, nor help for pain	Arnold
Politics	He knows nothing, and he thinks he knows everything. That points clearly to a political career.	G.Bernard Shaw
Power	Power tends to corrupt, and absolute power tends to corrupt absolutely. Great men are almost always bad men.	Lord Aston
Power	The greater the power, the more dangerous the abuse.	Edmund Burke
Progress	The unreasonable man adopts himself to the world; the unreasonable one persist in trying to adapt the world to himself. Therefore all progress depends on the unreasonable man.	G. Bernard Shaw
Propaganda (Greater Lie)	The greater masses of the people, will more easily fall victims to a great lie than to a small one.	Adolf Hitler
Read	Read not to contradict and confute nor to believe and take for granted, nor to find talk and discourse, but to weigh and consider.	Francis Bacon
Reading	Reading maketh a full man; conference a ready man; and writing an exact man	Francis Bacon
Reign	Bette to reign in hell than serve in heaven	John Milton

Religion	Man is by his constitution a religious animal	Edmund Burke
Religion	Men will wrangle for religion; write for it; fight for it; anything but live for it.	**Charles** Colton
Religion	There is only one religion though there are a hundred versions of it.	G. Bernard Shaw
Religion	We have just enough religion to make us hate, but not enough to make us love on another.	**Jonathan Swift**
Religion	Educate men without religion and you make them but clever devils.	**Arthur** Wellesley
Remedies	Extreme remedies are most appropriate for extreme diseases.	Hippocrates
Reputation	Reputation, reputation, reputation !O! I have lost my reputation, I have lost the immortal part of myself, and what remains is bestial. **(Othello)**	William Shakespeare
Reputation	But he that filches from me my good name Robs me of that which not enriches him, And makes me poor indeed. **(Othello)**	William Shakespeare
Struggle	Say not the struggle naught availeth The labour and the wounds are vain The enemy faints not, nor faiith And as things have been, they remain	A.H. Clough
Suffering	It is not the ship in water but the water in the ship that sinks it.	Anonymous
Superstition	Superstition is the religion of feeble minds.	**Edmund Burke**
Sportsmen-ship	Fear Death? I would hate that death bandaged my eyes and forebore And made me creep past Set the cause above renown The love the game beyond prize To honour while you strike him down The foe that comes with fearless eyes	Sir Henery Newbolt
Talk	They never taste who always drink! They always talk who never think.	Priot
Thought	There is nothing either good or bad. But thinking makes it so. **(Hamlet)**	William Shakespeare
Thoughts	My words fly up, my thoughts remain below; Words without thought never to heaven go. (Hamlet)	William Shakespeare
Tomorrow	To-morrow, and to-morrow and to-morrow, Creeps in this petty from day to day To the last syllable or recorded time.	Shakespeare
Travel	Travel in the younger sort, is a part of education; in the elder a part of experience	**Francis Bacon**

Tragedy	Full many a flower is born to blush unseen And waste its sweetness on the desert air	Gray Elegy
Triumph	Not in the clamour of crowded street Not in the shouts of plaudits of the throng, But in ourselves, are triumph and defeats	H. W. Longfellow
Truth	He who considers this (Self) as a slayer or he who thinks that this (Self) is slain, neither of these know the truth. For it does not slay, nor is it slain.	Bhagavad Gita
Unity	Yes, we must indeed, hang togethr or, most assuredly, we shall all hang separately.	Benjamin Franklin
Variety	Variety is the very spice of life That gives it all its flavour	Cowpert
Virtue	There is however, a limit which forbearance ceases to be a virtue.	Edmund Burke
Virtue	Virtue may be asailed. But never hurt. Surprised by unjust force, but no enthralled.	John Milton
Virtues	Men's evil manners live in brass; their virtues We write in water. **(Henry VIIII)**	William Shakespeare
Wealth (Harmful)	Superfluity comes sooner by white hair, But competence lives longer. **(Merchant of Venice)**	William Shakespeare
Wealth	If we command our wealth, we shall be rich and free, if our wealth commands us, we are poor indeed	Edmund Burke
Wisdom/ Knowledge	Knowledge comes but wisdom lingers	Lord Tennyson
Work	We are not here to play, to dream, to drift We have work to do and loads to lift, Shun not the struggle its God's gift	Tennyson
Woman	A woman, a dog, and a walnut-tree, The more you beat em the better they be.	T. Fuller
Woman	A man is as old as he's feeling A woman is as old as she looks	Mortimer Collins
Words	Words are like leaves; and where they most abound Much fruit of sense beneath is rarely found	Alexander Pope
World / Stage	All the world a stageAnd all the men and women merely players: They have their exits and entrances And one man in his time plays many parts. **(As you like it)**	William Shakespeare
Writing	True ease in writing comes from art, not chance. As those move easiest who have learnt to dance	Alexander Pope
Youth	His best companions, innocence and health; And his best riches ignorance and wealth How happy he who crown in shades like these A Youth of labour with an age of ease	Oliver Goldsmith

B. Some gems of wisdom in Prose

1. **Gems of wisdom in Prose:**
   Cowards die many times before their death, the
   Valiants never taste of death but once **(Shakespeare)**
2. **The Child is father of the man.** **(Wordsworth) Childhood)**
3. **God made the country and man made the town**
   (Cowper) (Village and city life)

(4) **Fame is the perfume of herioc deeds.**
(Socrates) (My Favourite hero)

(5) **Fools rush in where angels fear to tread.**
(Pope)

(6) **Happiness** is the only good reason; the only torch; **justice,** the only worship; **humanity,** the only religion, and love the only priest.
(R.G Ingersoll) (Value of Love)

(7) **The tree of liberty grows only when watered by the blood of tyrants**
(B.Barere)

(8) **Brevity is the soul of wit**
(Shakespeare)

(9) **Our sweetest songs are those that tell of the saddest thought.**
(Shelley)
(On some tragic event)
Unhappiness or
(Failure in Life)

(10) **The proper study of mankind is man.**
(Pope)

(11) **Frailty, thy name is woman.**
(Shakespeare)

(12) **Coming events cast their shadows before.**
(Campbell)

(13) **Books are a bloodless substitute for life.**

(14) **One of the pleasantest things in the world is going on a journey.**
(William Hazlitt)

(15) **Reading makes a full man, conference ready** man and writing an exact man.
(Bacon)
(pleasures of reading)

(16) **Sorrow is the price of thought.**
(Shelley)

(17) He who goes to travel, goes to school.
(Bacon)
(On Traveling)

(18) Love is the food of gods.
(Anon)

(19) Poetry is the spontaneous overflow of feelings, it takes its origin from emotion, recollected in tranquillity.
(My Favourite poet)

(20) Studies serve for delight, for ornament, and for ability
(Bacon)

(21) A teacher affects eternity; he can never tell where his influence stops.
(H. Adams)
(My Favourite teacher)

(22)There is nothing either good or bad, but thinking makes it so.
(Shakespeare)

(23) God created woman and boredom did indeed cease from that moment — but many other things ceased as well. Woman was God's second mistake.
(Netzsche)

(24) Women are wiser than men because they know fess and understand more.
(James Stephens)

(25) Education is discipline for the adventure of life.
(Whitehead)

(26) Success increases age and failure decreases it.

(27) Where there is no love, there is no God.

(28) I am not Covetous for gold, but if it be a sin, to love honour' I am the most offending soul alive.
(Shakespeare)
(My ambition in life)

(29) The desire for fame is the last infirmity (کمزوری) of noble mind.
(Shakespeare)

(30) Science cannot reveal the secret of motherly love, of a comrade's loyalty, of the poet's inspiration, of the rose's beauty.
(Failure of science)

(31) Science is the boon and not a bane, a blessing, not a curse.
(H.G. Wells)

(32) The world is a great book, of which they never stir from home, read only a page.
(On Travelling)

(33) "A true friend is the gift of God.

(Southey)

(35) Friendship improves happiness and misery, by doubling our joy and dividing our grief.

(Addison)

(36) 'To love and to be loved is the greatest happiness of existence.' And this happiness is conditioned by the friends we own.

(37) The heights by great men achieved and kept, were not attained by sudden flights

(38) A good book is the precious thing —. blood of a master spirit.

(Milton)

(39) Books are embalmed minds.

(Bovee)

(40) The woman's cause is Man. They rise and sink together.

(Tennyson)

(41) Prosperity gains friends, Adversity tries them.

(42) "A traveller without observation is a bird with out wings".

Old Saying

(43) "Leisure for man of business and business for man of leisure, would cure many complaints".

(Whitehead) (My Hobby)

(44) If all the year were playing holidays, to sport would be as tedious as to work, but when they seldom come/they wished for come."

(Shakespeare)

(45) Women govern us; let us then to render them more perfect. The more they are enlightened, so much the more we shall be. On the cultivation of the minds of women, depends the wisdom of man.

(Sheridian)

(46) A great war leaves the country with three armies ----- an army of cripples, an army of mourners and an army of thieves:

(German saying)

(47) A good laugh is a sunshine in a house.

(Thackray)

(48) The hand that rocks the cradle, rules the world, ,49) The older order changeth yielding place to new. (50) Beauty is truth -TruthBeauty

(John Keats)

C. Thoughts of Shakespeare OR Shakespearan Terms

1. **To do yeoman's service** (قابل قدر، بیباکانہ) خدمت سرانجام دینا

قائداعظم نے پاکستان کیلئے قابل قدر خدمات سرانجام دی ہیں۔

2. **A Daniel come to judgement.** (نوشیرواں ثانی، فاروق ثانی)

جج نے ایسا پورا انصاف کیا کہ نوشیرواں ثانی معلوم ہوتا ہے۔

3. **There is the rub.** (مشکل تو یہ ہے)

میں پردے کا حامی ہوں مشکل تو یہ ہے کہ کوئی میری سنتا نہیں۔

4. **Eyes speak daggers.** (آتشیں وغضبناک نگاہیں)

غصے میں اس کی آنکھوں سے خون برستا تھا۔

5. **To screw one's courage to the striking point.** (جذبہ ہمت کو بروئے کار لانا)

اگر تم جذبہ ہمت کو بروئے کار لاؤ تو کبھی ناکام نہیں ہو سکتے۔

6. **To out-herod Herod.** (گوئے سبق لے جانا، پس پشت ڈال دینا)

ہٹلر ظلم وستم میں ظالم ہیروڈ سے بازی لے گیا۔

7. **To speak by the card.** (تا سر مو فرق نہ ہونا۔ صحیح ہونا)

اس کی تمام باتیں صحیح ہیں جیسے وہ کسی کتاب سے بول رہا ہو۔

8. **To give the Devil his due.** (دشمن کی خوبیوں کا اعتراف کرنا)

وہ رشوت ضرور لیتا ہے لیکن حق یہ ہے کہ کام کر دیتا ہے۔

9. **Forgone conclusion.** (ایک طے شدہ امر یا فیصلہ)

قائداعظم کی ایمانداری کے سامنے پاکستان کا حصول ایک طے شدہ امر تھا۔

10. **Without rhyme and reason.** (بلامقصد)

وہ بلامقصد شہر میں آوارہ گردی کر رہا ہے۔

11. **Hoist with one's own petard.** (اپنی زلف میں اسیر ہونا)

اس نے مجھے دھوکہ دینے کی کوشش کی لیکن خود شکار ہو گیا۔

12. **To wear one's heart on one's sleeve.** (دل بے نقاب کرنا)

وہ نہایت سادہ دل ہے اور اس کے خیالات اور جذبات چہرے پر صاف عیاں ہوتے ہیں۔

13. **Metal more attractive** (زیادہ احسن خوبی)

یوں تو نشتر ایک پیارے رہنما تھے لیکن لیاقت زیادہ احسن خوبی کے مالک تھے۔

14. **To cudgel one's brain.** (ذہن کریدنا، حافظہ پر زور دینا)

میں نے حافظہ پر بہت زور دیا مگر اس کا نام مجھے یاد نہیں آیا۔

15. **To make assurance doubly sure** (مزید تسلی کیلئے)

اس نے خط لکھ دیا تھا مگر مزید تسلی کیلئے تار بھی دیدی۔

16. **Cakes and ale.** (محفل رامش ورنگ)

تہذیب اب بس محفل رامش ورنگ بن کر رہ گئی ہے۔

17. **Full of sound and fury.** (پرغوغا، پرشور)

شہری زندگی پرشور ہوتی ہے اور دیہاتی زندگی پرسکون۔

18. Mid summer madness (انتہائی پاگل پن)

خدا کا منکر ہونا انتہائی پاگل پن ہے۔

19. Every inch a king. (تا سر مو۔ سرتاپا شاہانہ)

وہ سرتاپا شاعر ہے۔

20. Sermons in stones. (تعلیم فطرت)

21. The sear and yellow leaf (خزاں زیست، بڑھاپا، شام زندگی)

22. With bated breath (دم بخود ہونا)

قائداعظم کی وفات کی خبر نشر ہوئی تو ہم دم بخود ہو گئے۔

23. The be-all and end-all (واحد مقصد، لب لباب)

قائداعظم کی زندگی کا واحد مقصد پاکستان حاصل کرنا تھا۔

24. Comparisons are odious. (تقابل قابل نفرین چیز ہے)

----- تقابل نفرین چیز ہے لیکن وہ تم سے شرافت میں بڑھ کر ہے۔

25. As good luck would have it. (خوش قسمتی ہے)

خوش قسمتی سے روانہ ہوتے وقت بارش بند ہو گئی۔

26. In the mind's eye (چشم تصور میں)

چشم تصور میں مجھے آج بھی قائد ملت کا چہرہ نظر آتا ہے۔

27. The wish is father to the thought (جیسی لوچ ویسی سوچ)

تو جیسا چاہتا ہے ویسے سوچتا ہے اس لئے کہتے ہیں جیسی لوچ ویسی سوچ۔

28. The milk of human kindness (فطری نرمی)

----- ڈاکو فطری نرمی سے محروم ہوتے ہیں۔

29. The green eyed monster (حسد)

حسد انسان کے دل کو سیاہ کر دیتی ہے۔

30. Primrose path. (مسلک رندانہ)

----- کے نوجوان تو مسلک رندانہ کے خواہش مند ہیں۔

CHAPTER 12

Expected Essays

How to make an outline

۱۔ پنجاب یونیورسٹی کے بی۔ اے کے امتحان میں مضمون لکھنے سے پہلے اس کی outline بنانے کے بارے میں سوال پوچھا جاتا ہے۔ اس کے علیحدہ نمبر مختص کیے ہوتے ہیں۔ مضمون کے نمبر 25 ہوتے ہیں۔ جس میں outline بنانے کے لئے پانچ نمبر دیے جاتے ہیں۔

۲۔ کسی مضمون یا مقالہ کو لکھنے سے پہلے اس کے اہم پہلوؤں کا احاطہ کیا جاتا ہے۔ اس کے کئی فائدے ہوتے ہیں عام طور پر کوئی مقالہ یا مضمون لکھنے سے پہلے انسان کا ذہن انتشار کا شکار ہوتا ہے اگر مضمون کے بارے میں یکسو ہو کر سوچا جائے تو جو باتیں ذہن میں آئیں انہیں ترتیب وار لکھ لینا چاہیے۔ ایسا کرنے سے مضمون میں ایک خاص حسن اور ترتیب پیدا ہو جاتی ہے۔

۳۔ مضمون لکھتے وقت زیادہ سوچنے کی ضرورت نہیں پڑتی بلکہ Outline کے مطابق مضمون کو لکھنے میں آسانی رہتی ہے۔ outline کی اہم باتوں کو وسعت دینے سے مکمل مضمون تیار ہو جاتا ہے۔

۴۔ Outline کے مطابق مضمون لکھنے سے ممتحن پر اس کا خاص اثر پڑتا ہے۔

طریقہ:

کسی بھی مضمون کی outline بناتے وقت اس مضمون کے موضوع کو ہم عام طور پر مندرجہ ذیل حصوں میں تقسیم کر سکتے ہیں۔

1. Definition 2. Merits 3. Demerits 4. Role in Society

ان اہم باتوں کو ذہن میں رکھ کر ان کو وسعت دیں مثلاً ہمیں Unempolyment پر مضمون لکھنا ہے اس کی Outline بنانے کے لئے ہم مندرجہ ذیل طریقہ اختیار کریں گے۔

سب سے پہلے آپ Unemployment کی تعریف لکھیں گے۔ اس تعریف میں یہ بتانے کی کوشش کریں گے کہ یہ مسئلہ ہمہ گیر ہے۔ بے روزگاری پڑھے لکھے اور ان پڑھ لوگ دونوں میں برابر پائی جاتی ہے۔ بعد ازاں ان باتوں کا جائزہ لیں جو بے روزگاری پیدا کرتی ہیں۔ ان باتوں کا تفصیلی جائزہ لیں۔ اس کے بعد بے روزگاری کے جو نتائج نکلتے ہیں ملک اور قوم اس سے جس طرح سے متاثر ہوتے ہیں ان کا ذکر کریں۔

Outline لکھتے وقت عام طور پر پانچ نکات ضرور لکھیں کیونکہ امتحان میں ایک نکتہ عام طور پر ایک نمبر کا ہوتا ہے اس سے زیادہ نکات بھی لکھے جا سکتے ہیں۔ اگر Essay اچھی طرح یاد نہ ہو تو outline پہلے نہ لکھیں بلکہ امتحان میں اس کے لئے جگہ چھوڑ دیں اور مضمون لکھنا شروع کر دیں بعد ازاں ہر پیرا گراف میں پہلا جملہ Outline کے طور پر لکھیں۔

Ouline لکھنے کی عملی وضاحت سے پہلے طلباء کی توجہ اس بات کی طرف مبذول کراتے ہیں کہ کونسی outline غلط اور امتحانی نقطہ نظر سے ناقابل قبول ہوتی ہے۔

غلط Outline کیا ہوتی ہے؟

1. Introduction Middle End .... (غلط ہے)
2. Introduction Advantages Disadvantages Conclusion (غلط ہے)

صحیح Outline کی عملی شکل

اہم بات: صحیح Ouline میں ہم مختلف نکات کو بیان کرنے کے لئے مکمل فقرہ لکھتے ہیں ان کو نمبر دے کر ترتیب وار لکھیں۔

UNEMPLOYMENT

Definition:

1. **Unemployment** is a popular and widespread problem of modern age. People having no work to earn are called **unemployed.**

Causes of unemployment:

1. **Overpopulation** is the main cause of **unemployment.**
2. There is **lack of industry, mills and factories** in the country.
3. The **wrong distribution of wealth** in the country also results in unemployment.
4. **Our education system is defective.** Its **main aim is to produce clerks** and **anti-skilled people.**

Effects of unemployment:

1. **Unemployment** produces **frustration among the educated people.**
2. It gives birth to criminals and rebels.
3. It hampers the progress of the country.

How to overcome it:

1. The industry must be expanded.
2. Our education must be overhauled. It should be related to life.

MODERN ESSAYS FOR B.A

(A) Subjects related to science and war

1. Science in the service of man OR Marvels of Science

(Sargodha 2014), (P.U. 2017)

OUTLINE:

1. We live in an age of science. Science has made our life very comfortable.
2. Science has added great comforts in every field of our life.
3. It has brought a revolution(انقلاب) in the field of travelling, medicine, surgery and engineering etc.
4. It has made man rational (عقلی، عقل پسند)l and open minded.
5. It has brought marvellous changes (حیران کن تبدیلیاں) in our recreation. (تفریح)
6. It has also changed our eating habits.

We live in the age of science. Science has entered every field of our life. It has added many comforts to our life. The impossibilities (ناممکنات) of the past have been made possible. New miracles(معجزے) are happening everyday. It has given man a new sense of confidence (اعتماد) and power. Man has conquered (فتح کرنا) the forces of nature. He is not afraid of wild animals(جنگلی جانور) tempests(طوفان) and floods. It has helped man to explore(کھوج لگانا، دریافت کرنا) the hidden treasures(پوشیدہ خزانے) of the earth. Man has now learnt to land on the Moon. He is in search of new worlds. A great writer Emerson says "Science surpasses(آگے نکل جانا) the old miracles of mythology (دیومالائی).

Science has brought a **revolution(انقلاب) in the matters of transportation (نقل وحمل) and communication (مواصلات).** It has shortened the distance. **In the past,** travelling was a difficult and dangerous matter. It took weeks and months to reach from one place to another. People bade farewell(خدا حافظ) to their relatives and friends with a heavy heart(بوجھل دل کے ساتھ), while they set out on a journey. Now those days have gone. We can now travel from one part of the world to the other in a few hours. There are rocket planes that travel at the speed of seven or eight hundred miles per hour. They travel faster than sound.

Telephone , wireless, radio and television and computer are wonderful inventions of science. They connect us (جوڑنا) with the world within the twinkling of an eye(آنکھ جھپکتے) The radio and T.V are the most powerful means of information (ذریعہ معلومات) and education for us. They make a record of everything which happens in the world. T.V., with its plays, entertaining features (تفریح مہیا کرنے والے پروگرام) and educational programmes enlightens(روشن کرنا) and delights us. Its influence (اثر) on men, women and children stand undefeated (ناقابل شکست). Messages are flashed. Direct conversation(گفتگو) can be carried on. The Internet has brought the countries close together. The world has shrunk(سکڑ) in size. Science has established and strengthened (مضبوط کرنا) the bonds of friendship and love between the people of different countries. It is no doubt a great service of science.

Electricity is perhaps the most wonderful invention of science. It is used as a source of light, heat and power. With the help of power, we can now change the course of rivers, level (ہموار کرنا) the **mountains and cultivate(کاشت کرنا) our barren lands(بنجر زمین)**. Without it, the whole progress of industry would come to a stand still (ساکن). Had it not been invented, the entire world would have plunged into darkness(اندھیرے میں ڈوب جاتی). It moves trains and trams. It heats our rooms in winter and cools them in summer. It cools our food and irons our clothes.

It has also **done wonders in the world of medicine.** Treatment by X-ray and radiation is one of the greatest wonders of science. Difficult surgical operations have become a routine matter (روزمرہ کا معمول). **Vaccination**(قوت مدافعت کا ٹیکہ لگنا) has made small **pox**(چیچک) a thing of the past. Many other diseases like **cholera**(ہیضہ) **plague**(طاعون) and **T.B.** have been fully controlled. **Quinine** (دوائی کا نام) has finished **malaria.** It has also made our social life easy and comfortable. It has given us many ways of recreation(تفریح کے طریقے). The cinema, radio and television have made us cheerful and comfortable.

Science has made us open minded and rational(عقل پسند). We analyse (تجزیہ کرنا) everything before we believe it. We do not have faith in ghosts(بھوت) and spirits. Now-a-days science has made us practical minded.

2. Nuclear War OR Ban on Nuclear Weapons

OUTLINE:

1. The developed countries like America, Russia and Japan have been developing the nuclear weapons for the last many years.
2. The atomic bombing by America on Japan during the Second World War brought a wholesale destruction.
3. Nuclear war is very horrible. Within a flash of moment, millions are killed and wounded. The effects of radiation haunt the coming generation for years to come.
4. All the countries should decide to destroy the already existing deadly weapons.
5. A world-wide public opinion should be formed against the use of nuclear weapons.

NUCLEAR WAR:

The developed countries like Russia, America, Japan and France have been making nuclear weapons for many years. America attacked the two cities of Japan, Nagasaki **and Heroshima** in the **Second World Ward** with atomic bombs. It caused huge destruction(تباہی) in both the cities. Millions of people were wounded and killed in that bombing. Since then a serious thought has been given to the preparation(تیاری) of nuclear weapons. Every country considers it essential to equip(لیس کرنا) itself with nuclear weapons for its security.

Nuclear energy is considered the basic armament(ہتھیار) of self-defence. (خود حفاظتی) In the mad race of preparing nuclear weapons. The underdeveloped countries like India, South Africa and Israel have also joined hands with the developed countries. India has already tested(جانچ چکا ہے) the capability (اہلیت) of her nuclear weapons and has successfully exploded(دھماکہ کیا) the atomic bomb.

It seems that the nations of the world have forgotten the savagery (وحشت، بربریت) of atom bombing by the Americans over the Japanese cities. The atom, despite(باوجود کے) its devastating(تباہ کن) powers, is still the favourite subject of study among scientists. They go on studying it with the sole(صرف) object of killing mankind. Persistent nuclear explosions and tests in **Siberia or Pacific** (بحراوقیانوس) are hailed(خوش آمدید کہنا)as the greatest achievement of science.

The political rulers and statesmen of every country consider the collection of nuclear weapons as a safeguard (ضمانت) of peace. They are mistaken in it. The piling (اکٹھے کرنا) up of nuclear weapons is an inevitable(لازمی) prelude(پیش خیمہ) to the whole destruction of mankind.

A nuclear war is an exercise in wholesale(تھوک) destruction. A single day's atomic bombing of the U.S.A is estimated to cause the death of about 50 million people and a serious injury to about half the number. Such a great destruction is expected to paralyse (مفلوج)the whole stream of life. The influence of radiation (تابکاری اثرات) will continue to haunt(تعاقب) the world for many years. It may give rise to mysterious (پراسرار) diseases and ailments (بیماریاں). It may render the fertile(زرخیز) land barren(بنجر) and wild.

Nobody can wish for such a gloomy (تاریک) and dark future. World peace can only be secured **if all the countries decide to put a ban on the research, the production** and **preparation** of **nuclear weapons.**

A powerful organization should be set up in every country which should watch and control the production of nuclear weapons. It should mobilize(تحریک دے) the public opinion against the menace (دھمکی)of atom bomb. People should be told that radio activity is an unchecked and uncontrollable monster (جانور). A world wide awareness against the use of nuclear weapons should be produced. The powerful and advanced countries should also be forced to stop producing the deadly weapons. The statesmen, the rulers and politicians of all the countries should realize (محسوس کرنا) their responsibility (ذمہ داری) regarding the bright future of mankind. If there is a total disarmament (اسلحے کا خاتمہ) in all the countries, the world peace can be secured in a better way.

3. The Value of Computers

OUTLINE: (Sargodha 2014)

1. **The 21st century will be the century of computers. Computers will become the need of every home and every person in the coming years.**
2. **A computer is an electronic device that solves problems by processing data according to instructions. The word "computer" is a Latin word(لاطینی لفظ), derived(اخذ کیا گیا ہے) from 'computar', which means reckon up.**
3. **The computers have brought a revolution in every field of life. They have revolutionized the business, commerce and industry. In business and industry, we can have comparative statements of production of different mills on the screen of computer without moving out of room.**
4. **The banking system too has been revolutionized with the help of computers.**
5. **In hospitals, computers are used to diagnose various diseases. They are helpful in the investigation of laboratory tests.**

21st century is the century of advancement in science and technology. The most important feature of the coming century is the development and growth of computer technology. Ten years from now, computers will be at home in our pockets and inside our television. Even a grocer (پنساری) and vendor (خوانچہ فروش) will be doing (ادا کرنا) his business with the help of computers. A scientific survey has revealed (واضح کرنا) that tomorrow, we shall have shirt pocket computers, which will work much faster than to-day's computers.

A computer is an electronic device that solves problems by processing data according to instructions. The word computer has been derived (اخذ کرنا) from the Latin word **"computar"** which means **to reckon up**(حساب لگانا). **The first computer was designed by a French scientist Pascal in 1642.** The first automatic electronic digital computer was prepared in America in 1946. The electric computer is rightly called the wonder of the modern age. It is an electronic device (الیکٹرانی مشین) for storing and analyzing information fed into it. It makes calculations and controls machinery automatically.

A computer is of immense help in every field of life. It can help us in business, **industry, construction, banking, medicine and teaching.** In business and industry, the computer can let us know about the latest trends(رجحانات) of business. It prepares lists of goods purchased and sold. It can show the figures of loss and profit of a mill or factory in one moment. It can inform us about the production, and needs of a factory within a flash of time (آنکھ جھپکتے ہی). It can equip (لیس کرنا) us with a comparative statement of the production of other factories and mills. Thus in no time, we shall have a perfect data of the working of different factories on the screen of the computers without moving from our room.

A computer is of immense(کافی)help in the construction of the big plazas, buildings, bridges and roads. It gives us designs of various building structures, which are shock proof and sound proof. This computer accuracy has reduced the time for building something. Now we can construct buildings of perfect designs which cannot be completed by hundreds of engineers and scientists.

The banking system too has been revolutionized(انقلاب پیدا کرنا) by the computers. The clients (گاہک)do not have to wait for a long time to know their balance, profit and loss. It supplies to its clients the most accurate accounts (صحیح حسابات). Computers are rendering great service in the smooth working of telecommunication system also. The telephone exchanges are controlled by computers. The messages by telephone, radio, fax machines and television are fully computerized.

Rockets, satellites and spaceships are controlled through computers. The air flights between different countries are guided by computers. Due to the wide range of memory and calculation, they have become the need of every establishment. In the hospitals, the computers help us to diagnose (تشخیص کرنا)various diseases. They help us in the investigation of laboratary tests. They guide the doctors to prescribe correct medicine (نسخے) for the patients.

A computer has a very vast memory. A small disk can store material that several books and files can store. The knowlege contained in a whole library can be stored in the computers. We can say that in future, the computer will play a great role in our social, economic and cultural life.

4. Horrors of War

OUTLINE:

1. **Man is a fighting animal by nature.**
2. **Causes of war are many ______ expansion of territory, religious reasons and getting back the territory from foreign rulers.**
3. **Modern weapons of attack like gases, atomic bombs, tanks and swift air attacks destroy the flourishing(پُررونق شہر) cities all of a sudden.**
4. **War leaves behind social, economic and cultural problems.**
5. **Loss of property and lives, and spread of disease and inflation are some of the gifts of modern warfare.**

War is not a new thing. Man has been fighting since his very arrival on the earth. Man is a fighting animal. He has advanced intellectually(ذہنی طور پر) but emotionally(جذباتی طور پر) he is the same. Man is as quarrelsome today as he was thousand of years ago. Only he has found deadlier and speedier weapons of destruction(تباہی). Killing with stone has given place to killing with guns, bombs and gases etc. The methods of warfare have now undergone tremendous (بہت زیادہ) changes. Science has placed speedier and deadlier weapons at our disposal (رحم و کرم پر). Modern wars are not so much the wars of human beings as of machines.

The weapons used in war are modern and scientific. A large variety of guns is used in the modern war. Then there are tanks and armoured (زرہ بکتر)cars which work havoc (تباہی مچانا) on land. The fighters, sea planes, flying boats are now used for offensive (جارحانہ) and defensive purposes. Troops carrying planes, landing para-troops behind the enemy lines prove very useful in disrupting(برباد کرنا) the transport system of the enemy. The poisonous gases(زہریلی گیسیں) bombs and chemical bombs are also used to kill and maim(مفلوج کرنا) the population of the cities.

Science has made modern war a wholesale affair of destruction. (تباہی) Civilians and soldiers, suffer alike. Nothing is sacred (مقدس) in the domain (سلطنت، دائرہ کار)of modern war (جدید جنگ کے باعث). Houses, churches, temples, mosques, schools and hospitals, are all bombed. Even women and children are not spared. War is the science of destruction (تباہی کی سائنس). It brings numberless miseries to people. Countless people receive injuries. There are many who become crippled(مفلوج) and are unable to move through their life. What is held dear by human beings is destroyed. Destruction is to be seen in every field of life.

Trade, business and commerce (تجارت) of the country are shattered (ختم ہوجانا) within a flash of light (معمولی وقت میں). A smiling land of plenty (زرخیز زمین) is turned into barren waste. Fields become dry. Crops fail. Works of art are destroyed. The philosopher loses his balance of mind and the poet bids good bye(خدا حافظ کہنا) to fancy (تصور). The musician begins to play with bombs. The educational institutions are closed. The pen is replaced by the sword. The onward march of civilization(تہذیب کا آگے بڑھنا/ارتقاء) is arrested.

War excites evil passions (سفلی جذبات)in human beings. The civilians(شہری) suffer terribly. Large quantities of food are sent to the army camps. The result is that the civil areas suffer from shortage of food. Generally, there is a famine (قحط)during and after a war. The morals and manners of men during a long war become lax(ڈھیلے). The very foundations of morality (اخلاقی بنیادیں) are shaken. Marriage is replaced by free love and illicit relations(ناجائز تعلقات). People resort to black marketing and smuggling. They begin to hoard (ذخیرہ اندوزی کرنا) necessities of daily life.

War also creates unemployment in its wake. It produces in the people a sense of insecurity (عدم تحفظ). It gives birth to inflation (مہنگائی). It has rightly been said that war leaves behind an army of crippled and maimed(مفلوج) people. We cannot eliminate(ختم کرنا) war as long as man has base feelings.(سفلی جذبات)

5. Science, an enemy of man

OUTLINE:

1. **Science has played a vital role in the progress of mankind. It has brought prosperity and material progress to man.**
2. **Science has also caused sorrows and sufferings to mankind. In this way, it can be called an enemy to man.**
3. **It produced unemployement. Human labour has been replaced by machines.**
4. **Science has made man a material beast.**
5. **Science has invented destructive weapons of war. The invention of atom bomb has risked the future of mankind.**

Science has played a vital (اہم) role in the progress of mankind. With its inventions in all fields of life, it has brought prosperity (خوشحالی) and material progress to man. It has conquered (فتح کرنا) the forces of Nature. Pure science is nothing but a search of truth and reality. The scientific spirit which is nothing else but the spirit of rationality (عقلیت). enquiry (تجسس) and method is excellent (اعلیٰ). Nobody can condemn (طعن و تشنیع کرنا) it. However, it is the application of science which is responsible to give comfort or suffering to mankind. Science is good.... very good when it irons our clothes or cooks our food with the help of electricity and enables us to fly in an aeroplane. However science becomes a curse (لعنت) when it is used to kill mankind.

It is true that a scientific invention can never be blamed for the tragedy (المیہ) of man. After all, an atom bomb does not explode (پھٹنا) of its own accord (مرضی، خود بخود). It **explodes by the mischief (شرارت) of the devil (شیطان), called man.** There is nothing wrong fundamentally (بنیادی طور پر) with Atom bomb or Hydrogen bomb. The spirit of science (سائنس کی روح) is very beneficial (فائدہ مند) and helpful.

Science has been applied in several ways to cause sufferings and sorrows to mankind.

First:

The wrong application of scientific **inventions produced unemployment.** In the 19th century, industrial revolution (صنعتی انقلاب) took place due to the inventions of machines. **Human labour was replaced by machines.** Workers and labourers were rendered jobless. Industrialism brought another evil (برائی) in its wake (ہمراہ). It brought into being a new class of capitalists (سرمایہ دار) and labourers. The labour of the workers was exploited (استحصال) by the industrialist. The industrialist gained much, while the workers gained little. Two classes of people were born and the society was divided into two groups.

Secondly:

The wrong use of science in the social fields has also given birth to many objectionable trends (قابل اعتراض رجحانات) in life. **Science has made man a material beast** (جانور). The introduction of machines has made man materialistic (مادہ پرست). Every body now runs after the glitter (چمک) and glow of life. Money has become the pedestal (مرکز) on which man judges his social relations with his relatives and dear ones.

In his rat race of earning money, man has lost touch with the moral and spiritual values of life. The sanctity (تقدس) of joint family system has been ruined (ختم ہونا، تباہ ہونا).Life of man has become artificial (مصنوعی). Inspite of new medicines and ultra modern methods of surgery, the standard of health has not been improved. Millions of people still die of diseases and ailments (بیماریاں) which modern science has failed to diagnose (تشخیص).

Science has robbed (چھین لینا) man of his inner brightness. It has made his life mechanical and artificial (مصنوعی). Man has become a greedy beast (لالچی جانور) who aims at grabbing (چھین لینا) everything he sees.He has been deprived (محروم ہونا) of the moral qualities such as **contentment (قناعت), patience and sacrifice (قربانی)**. The fast tempo (تیز رفتار) of life, which science has brought in, is eating away the very vitals (ضروری اجزاء) of human happiness. Inspite of all material progress, man is still confronted (مقابلہ درپیش ہے) with ignorance (جہالت), illness and hunger.

Thirdly:

The wrong application of science in the field of armament (اسلحہ) and weapons cannot be defended by any person. It has made war a destructive and senseless adventure. The invention of poisonous gases and the dread of chemical material have made war a very horrible game. The sophisticated weapons (پیچیدہ ہتھیار) of war like atom bombs, hydrogen bombs, computerised missiles and various gifts are some of the gifts of science.

6. Science and War

OUTLINE:

1. **The fighting instinct in man existed since he first appeared in the world. It has made man to invent deadly weapons.**
2. **The inventions of science have made war a destructive affair. During the First World War, deadly weapons were used.**
3. **Chemical or poisonous gases have been invented. During the Second World War, the Germans used chemical weapons.**
4. **The most advanced countries possess nuclear weapons.**
5. **Science has made war an exercise in wholesale destruction.**

The fighting instinct (لڑنے کی جبلت) in man existed since he first appeared in the world. This instinct has, undergone (وقوع پذیر ہونا) many changes with the passage of time.(وقت کے ساتھ) Men have been fighting with one another in the past. The same thing has existed among different races and nations. The battles have been fought in the past due to the economic (اقتصادی) psychological (نفسیاتی) and political factors. The battle between two different nations or races in the past was very simple.

The army of one nation fought with the other in the battle field with the help of spears (نیزے) swords (تلواریں) and hatchets (کلہاڑے). The fighting mainly took place in the battlefield. It did not spread to cities. The farmers, the labourers, the ordinary men and women were not affected (متاثر ہونا) by the attack of the enemy. War in the past was not very destructive.(تباہ کن)

The inventions, of science have made war a destructive (تباہ کن) affair. The scientists invented gunpowder (بارود) and gunshots in the last century. Shots of different kinds of guns were later developed by the Western scientists. Later on, came rifles, heavy guns and machine guns. During the First World War, deadly weapons were used. The scientists did not discard (ترک کر دینا)their efforts of improving deadly weapons.

Guns were improved. Their range of attack was increased to sixty or seventy miles in our age. Chemical or poisonous (زہریلی) **gases** have been invented. The use of such deadly gases crippled (مفلوج) life all of a sudden. During world War II, the Germans **used chemical weapons.** They were met with more deadly weapons. Tanks were met with anti-tank guns. Chemical gases were faced with gas masks. The bombers were faced with anti-air craft guns. (توپ شکن بندوقیں)

The most advanced countries possess nuclear weapons. Now the cities and towns are destroyed within moments by the use of Atom and Hydrogen bombs. In the Second World War, the cities of **Hiroshima and Nagasaki** were destroyed by America with the help of Atom bomb. The use of nuclear weapons causes wholesale destruction(تباہی). The scientists have different kinds of poisonous germs (زہریلے جراثیم), which pollute (متعفن) the air and cause suffocation(گھٹن) in the atmosphere. We can say that today the whole pattern (ڈھانچہ) of warfare has changed in the world. Now **the wars are fought in the laboratories, not in battlefields.**

The inventions of science have given a wider and international colour to the wars. In the past wars were limited to battlefields. But fast means of communication (ذرائع مواصلات) have given them an international colour. Let two countries fight and the whole world plunges (غوطہ لگانا) into it. The war spreads to towns, cities and villages all at once. Every factory, every field, school and hospital is affected by war. The social, economic and cultural life of a nation comes to a stand still. (ساکن)

The modern war brings wholesale destruction in its wake(اپنے ہمراہ). It leaves **behind it an army of maimed (مجروح) men, women and soldiers.** The loss of human life and property is colossal (بہت بڑا). Innocent men, women and children in the towns and villages are bombarded and killed. Even places of learning, hospitals and government offices are not spared. War affects every sphere of life. **It creates unemployment and inflation (مہنگائی). Science has made modern war an exercise in wholesale (مکمل) destruction.**

However, the scientists have developed and invented methods and defense (دفاعی) arms to save mankind from large-scale destruction. The gas masks, anti-craft guns and radars have been invented to offset(ختم کرنا) the destructive effects of war. Moreover, modern medicines and latest techniques of surgery have been invented by the scientists to save the life of the wounded people. Rapid means of communication (تیز ذرائع مواصلات) make the people aware of the tempo of war.

7. Cable, its advantages and disadvantages

(The Dish Antenna)

OUTLINE:

1. The dish antenna was used previously to receive signals for the T.V programmes.But now it has been replaced by cable.
2. The cable companies use very huge and professional antenna with modern and sophisticated mechanism and satellite stations to telecast the programmes of T.V. station.
3. It has turned the entire world into a global village.
4. It makes a record of different happenings in the world with in a fraction of a minute.
5. It is a great source of entertainment. We can see and watch programmes on all the stations of the world with in no time.
6. It has its negative points also. It opens the way of erosion to our culture and religion.

T.V is the latest and wonderful invention of science. In the recent past, the dish antenna was used to receive signals from T.V stations. A large concave(گڑھے دار، مقعر) reflector (عاکس، انعکاس کنندہ) was used to receive radial waves (ریڈیائی لہریں) from outer space or from T.V stations. It has now been replaced by the cable. The dish antenna is no longer in use.

The new system of receiving signals from the T.V stations is manipulated (انتظام کیا جاتا ہے) by the cable companies. The cable companies use very huge and professional antenna with modern and sophisticated (پیچیدہ) mechanism and satellite stations to telecast the programmes of T.V stations. The cable has also added great comfort to the users of cable. The users of internet enjoy all type of programmes, when connected with the cable system.

The cable plays an important role in connecting us with other parts of the world within no time. It has turned the entire world into a global village. Now it has become possible for a television viewer to watch and see programmes going on at any T.V station. It has become a matter of mood and choice to switch on any channel and watch the T.V programme of your liking. This has linked us with the entire world.

The cable has provided us an opportunity to have the latest information of anything within no time. It has become a means to furnish us news about any incident going on in any part of the world.

Let a person commit any crime. It is sure to brief us about it within fraction (معمولی حصہ) of a second. Let a person beat his wife. The cable is there to make a record of it. It enters our private and public life. If a government is toppled down in any part of the world, the cable is there to connect us with its minor details. It gives us information of the business trends of various things supplied to the market. The communication of news and pictures from one part of the world to the other stir our imagination and we are loaded with a treasure of information within no time. The cable has replaced the newspapers and magazines. The published material which used to furnish us information in the past has been put to the shade. (مدہم ہو گئی ہے)

The cable has provided us a rich source of entertainment. Now we do not depend on our own songs, films and plays being telecast. We can switch on our T.V and a whole world of entertainment is before us. We may choose the form of entertainment according to our own mood. The cable has bestowed upon (عطا کیا ہوا) us great choice and opportunity to be entertained. There is no limit to it. It has enabled us to judge which T.V station is doing better. We are always after the best.. A comparative study of different channels ------ is there to broaden our vision. The competition among different T.V. channels has urged them to prepare better programmes for their viewers. This spirit of competition has urged each one of them to strive (چوکس کیا ہے) for the better and excellent.

However the cable has its negative points also. The use of Internet, and T.V. viewing can open the doors to a complex (پیچیدہ) kind of cultural invasion (یلغار). The roots of our own culture are likely to be eroded. (ختم ہونا) The various forms of songs, dances, forms of worship, celebration of events may upset our mind and confuse us. Morals can be affected badly.

8. The Internet Addiction

P.U. 2003 B.Sc, P.U. 2005 Group-II, P.U. 2009 B.Sc, P.U. 2012, Sargodha 2014

OUTLINE:

1. **The Internet is the computer's method to connect us with different fields of life of various parts of the world. The computer is connected with a booster station satellite, systems and feeders across the globle.**
2. **It is of immense utility in the field of communication and entertainment.**
3. **It guides us in the field of education.**
4. **Its addiction is harmful in many ways. It is the wastage of time and money.**
5. **Its excessive use is likely to affect our mental and nervous system.**

The Internet is the computer's method to connect us with different fields of life of various parts of the world. The computer is connected with a booster station satellite, systems and feeders across the globle. **This system of linking of one computer with all the other computers of the world through satellite is called** *Internet*. It is the most powerful and most rapid (تیز) means of information and communication. Just switch on the computer, the world of information and knowledge opens to you in all fields of life on the screen:

The internet is of immense utility (بہت زیادہ مفید) in the field of communication(رابطے) (شعبے) and entertainment. (تفریح) We can communicate with anyone anywhere in the world and send him messages very soon. The e-mail has made it possible to send any amount of information to any place in a few seconds. The receiver of the information can at once send back the reply of this information. The exchange of information is sure to promote business, industry, science and technology. At the same time, it may strengthen our social and cultural relations. It is internet **which offers jobs to the unemployed and marriage proposals to the unmarried.** It furnishes and supplies latest research being done in the field of science and technology. It touches the business world and updates our knowledge about the prevailing marketing trends about different commercial commodities (تجارتی اشیاء).

The internet guides us in the field of education. Various educational programmes and scholarships appear at the web site and the viewer makes a note of them at once. It has shortened the concept of time and conquered time. Its utility is no doubt marvellous.(حیران کن)

Owing to its utility in every field of life; computer has reached every educated home. The internet connections are in great demand. The internet cafes are on the increase. Young men, women and children have become very fond of this modern invention. Internet addiction (انٹرنیٹ کی لت) has touched and swept the students, the scholars and educated people.

The Internet service is no doubt very useful; **but its excessive use is harmful.** It is a double edged weapon. (دو دھارا ہتھیار) Its addiction is harmful in many ways. First, it is the wastage of time and money. The students do not attend to their books and leave their studies. They have developed a passion (جذبہ) to entertain themselves with its programmes based on love and sex.

The internet clubs and cafes have sprung up in every city like mushrooms(کھمبیوں کی) (طرح). They are often misused to gain access (رسائی حاصل کرنا) to pornographic (فحش) web sites. One can sit in an arm chair and enjoy all sort of pornography (فحاشی). A single click of the mouse could expose to you the whole range of 'Sex'.

The morals of our young boys and girls are likely to be ruined (تباہ ہونا). It is very shocking (صدمے کی بات) that the instrument of virtue (نیکی کا آلہ) has been turned into an instrument of vice.

Secondly: The excessive use of internet is likely to affect our nervous (اعصابی) and mental system. It leves a negative influence on our health. The users of internet sit hours together before computer and are likely to harm their muscular power. They may miss the peace and serenity (سکون) of nightly sleep. In the morning, when they get up, they become peevish (چڑچڑے) and angry. This disadvantage of internet supersedes(سبقت لے جانا) all its utility. (فائدہ)

9. Mobile Phones

P.U. 2005 Group-II, P.U. 2007 Group-II, P.U. 2010 Group-I

OUTLINE:

1. **Mobile phone is one of the wonderful inventions of modern age.**
2. **It has many advantages. It connects us within an other man within no time. We may be at any place, but the mobile phone is there to hunt us.**
3. **Mobile phones may save us from the attack of criminals or terrorists. (دہشت گرد)**
4. **They have helped the travellers, the explorers and hunters a lot.**
5. **They have many negative points. They are the friend of the criminals and terrorists.**
6. **Their excessive use by the students has discouraged learnings.**
7. **They promote romantic scenes of love between young men and women.**

This is an age of science and technology. The recent development in the field of technology has given birth to many '**wonders**' in our life. The progress in the field of communication (ذرائع مواصلات) has surprised everybody. The mobile phone is a wonderful invention of science. It looks incredible (ناقابل یقین) that a man should talk or converse with another man while he is travelling or he is on his way to work. Such a thing was impossible a few years ago. Mobile phones have become very popular in the modern life. They have become a friend and a companion to every man and woman. In the modern age, they have become a professional necessity. Even in private life, they have established their utility (افادیت) Now people cannot do away with them. (ان کے بغیر گزارہ نہیں کر سکتے)

By 1981, a cellular radio phone system was fully available in the U.S. Later on, the same was developed into mobile phones whose range of communication was limitless. The messages were now transmitted without the aid of any wire. The communication through mobile phone is now carried through satellite.

The mobile phones have many advantages.

1. **Firstly,** they are the most rapid and quickest means of communication(ذرائع مواصلات). We are connected with another man all the time without losing a second. They have increased our volume of business and trade. The money exchangers of different countries can promote(ترقی دینا) their business through mobile phones. The rates of different currencies in all countries are communicated to the customers readily. The flow of money from one country to the other is made smooth and easy through this instrument. In this way, many business failures are avoided. Timely information about the rates of a commodity (شے) from a trader in one city to another trader in the other city may save him from heavy loss.

Secondly: The mobile phones have helped the travellers, explorers, hunters and passengers a lot. Now the hunters and travellers of all kinds may explore any place of value or interest. They may explore the inner depths of a cave or the heights of a mountain. They may be lost in a desert. They may be caught in a wind storm. In time of crisis (بحران), they can make contact with their friends or with the government agencies and seek help from them.

Thirdly: Mobile phones may save us from the attack of criminals or terrorists (دہشت گرد). If we use them wisely and intelligently, we can contact the police before we are attacked. Many cases have been reported where the mobile phone has saved the life of a car traveller.

Fourthly: The mobile phones are of great importance at the national or international level. The rulers of different countries can exchange important information to one another quite in time.

Surely, wrong doubts of different kind can be removed readily through cellular talk. Even wars and disputes can be avoided without losing a fraction of a second.

Harms of mobile phones

The mobile phone is a double edged weapon(دوہرا ہتھیار). It is of great utility but at the same time, it has its harms.

The mobile phone is a great friend and companion of a criminal or a terrorist.(دہشت گرد) Criminals and terrorists make use of this device to make contacts with one another.. They plan or make a plot to attack a building, hijack a person or commit a robbery in a bank through the mobile phone. This is a safe device for them.

2. It has shattered(تباہ کرنا) the nervous system of many of its users. Its frequent users suffer from nervous ailments. (اعصابی بیماریاں) It affects our memory.

3. It has discouraged true learning. Now the students spend more of their time on mobile phones than on their books. Its excessive use results in the loss of time and money.

10. The Role of Information Technology in Modern Age

OUTLINE:

1. **Computers are the basic instruments used for processing information from one man to the other in the world.**
2. **Information technology consists of three things; transmission, recording of memory and processing of information.**
3. **We can get information and knowledge of all important books on medicine, engineering, arts, science and commerce.**
4. **It is through E.mail, Fax or Internet phones we get information of any type of abroad in a moment at very cheap rate.**
5. **The entertainment programes presented by computers are very harmful to the students. They affect their conduct and moral.**

We live in a highly scientific and industrial world. Modern inventions in the field of communication (ذرائع مواصلات) have revolutionized (انقلاب پیدا کر دیا جائے)every field of life. Information technology has undergone a revolution (انقلاب) at a faster speed than any other branch of human advancement.

Radio and T.V have been eclipsed (پیچھے رہ گئے ہیں) before the new advancement of information system. The old information system of the world relied(انحصار کرتے ہوئے) on the libraries. Books, magazines and newspapers were the major sources of information in the past. Then came wireless, radio and T.V. Now computers have conquered(تسخیر کر لیا ہے) the market. Practically(عملی طور پر) the information technology has been changing everyday.

Information technology consists of **three things; transmission, recording of memory and processing of information.** Computers form a major segment (رکن) of new information technology. Now different countries of the world are interlinked with one another. **Internet connections** are very popular. Internet clubs are connecting the world in the social, political and economic fields. There has been a tremendous(بہت زیادہ) bombardment of information from all sides. Now information is being collected about goods, marketing, politics and other affairs of life from all over the world.

Let us study the effects of information technology on our life.

1. All the paper knowledge has been transferred to the C.D (compact disk) of computers. We can get information and knowledge of all important books on medicine, engineering, arts, science and commerce on our computer. We do not have to wait for days and weeks to collect information about any topic of knowledge from abroad.(باہر سے)

(ملک ے The inactive and slow method of collecting information about admission to a university through mail (ڈاک) has been done away with.(ختم کرنا) The internet connections are becoming very popular. It is through **E.mail, Fax or Internet** phones that we get information of any type from abroad in a moment and at a very cheap rate.

2. In the advanced countries of world, the students are gaining a lot of knowledge about language, art and science through their computers. Mass education(عوامی تعلیم) can also be given to illiterate(ان پڑھ) and uneducated people of our country through this electronic media. Soon there will be available(میسر ہونا) personal computers to every body in the country. They can fight ignorance,(جہالت) backwardness and illiteracy. (ناخواندگی)

Recent developments in the field of information system are a gift of modern science to mankind but its free use has also given rise to some serious social problems.

4. The entertainment programmes presented by computers, internet phone and other electronic media are very harmful to the students. They divert their attention(توجہ ہٹانا) from studies. They are absorbed and lost in the attractive and charming music and song programmes. Then they have a free hand to see and watch vulgar and sex dominated (فحش) films. These vulgar films with the dance of half naked girls and obscene (گندے)songs are bound to produce a negative influence on the morals, and manners of the students.

11. Is World peace a dream or reality?

OUTLINE:

1. **The world peace is at stake. Every nation cries for peace, but is unable to secure it.**
2. **The first thing which ruins the world peace is war.**
3. The first cause of war is nationalism. The urge to dominate other nations is the main cause which engineers war.
4. **The arm industry in the world fuels (ایندھن دینا) the flame of war.**
5. **We can attain peace in the world if the super power America puts up serious efforts to do so.**

The world today is in the grip of (گرفت) fear and uncertainty (غیر یقینی). The world peace is at stake. (خطرے میں) The nations of the world have failed to secure and stabilize (محفوظ) peace. Every nation cries for peace, but is unable to secure it. There are many factors which are responsible for the destruction of peace in the world.

The victories (فتوحات) of peace are greater than those of war. It is only victories of peace that raise (بلند کرنا) mankind in the scale of civilization and make the world a better and happier place to live in. A period of war is a period of unrest, chaos (افراتفری) and confusion. Art and culture, trade and commerce can flourish only in times of peace. The progress of mankind from barbarism (بربریت) to civilization is a record of the achievements made during peaceful epochs (عہد). During war times, the hands of the clock of civilization are put back. **War is the name of wholesale destruction.** (مکمل تباہی)

Peace is a glorious (شاندار) thing. It has never been established in the world for the reasons listed below.

1- **The first thing** which ruins the world peace **is war.** The world is always threatened (دھمکی ملنا) by one war or the other. The modern war is the name of destruction (تباہی) and disease. Can we abolish war? We cannot abolish war unless the purpose which is served by war is fulfilled by other means. (ذرائع)

(a) **The first cause of war is nationalism.**(قومیت) Nationalism (قوم سے محبت) means an excessive loyality to the nation and an excess of patriotism.(حب الوطنی) **The urge to dominate (غلبہ حاصل کرنا) other nations is the main cause which engineers war.** The big powers want to conquer (فتح کرنا) and bring the small and weak countries under their control. Nationalsm becomes a most dangerous thing when it takes the form of economic exploitation (اقتصادی غلبہ). The weak and poor countries are the victim (شکار) of this economic exploitation. (اقتصادی استحصال) Every strong and powerful country needs poor countries for foreign investments. The weak countries are threatened to play a secondary role if they do not admit the superiority of big powers.

(b) The arm industry in the world fuels the (ایندھن دینا) flame of war. The arm industry is controlled and managed by such powerful countries like America, Russia, China, England and France. They incite the poor nations to build up their military force and raise their ammunition (اسلحہ) above the other nations. These powerful countries engineer wars and battles, among the poor countries and find a comfortable market for their weapons.

(c) The very existence of armies is a great cause of war.

We have seen that wars are responsible for the destruction (تباہی) of world peace. We cannot end wars. However, the duration of peace can be increased by adopting the following measures.

1- **In the first place,** there must be created among the people of the world the temper of peace (امن کا مزاج). Inspite of (باوجود کے) serious differences, nation should approach their problems with tolerance and differences should be settled through discussion, **consultation** (مشورہ) diplomacy and negotiation.(بات چیت)

Second:

Intensive (مخلصانہ) efforts (کوشش) must be made all over the world for the formation (تشکیل) of general will (ارادہ) to peace. Every thing that encourages (حوصلہ افزائی کرنا) mutual distrust (باہمی شک) should be suppressed. (دبا دینا) Tolerance (رواداری) should be inculcated (پیدا کرنا).

Third:

The nations, must give weight to the teachings of their holy saints and religious thinkers and men of God. They have always given the message of love, peace and happiness. But unfortunately, the nations of the world have ignored their advice.

Fourth:

The only super power America must leave the principle of "Might is right". It should exercise justice, tolerance and fairness in settling the disputes of different countries.

(B) Topics related to Educational matters

12. Education for all OR Advantages of Literacy OR Literacy Compaign

P.U. 1987, P.U. 2005 Group-I, P.U. 2008 Supple B.A, P.U. 2011, 2014

OUTLINE:

1. **Education for all means to educate men, women and children in the country.**
2. **It is also called universal education. It has many advantages. There are three types of education.**
3. **Education makes the citizens aware of their duties and responsibilities.**
4. **It awakens their political sensibility and raises their morality.**
5. **It plays an important part in the material, scientific and industrial progress of the country.**
6. **Universal education must be made compulsory.**

In the modern age, mass education for all means universal education. It is the right of every individual to get education. Every religion has laid great stress (زور دینا) on the acquisition (حاصل کرنا) of knowledge. The Holy Prophet (PBUH) has urged the Muslim men and women to get knowledge even if they have to go to China. He has said, "The **ink of a scholar is more sacred (مقدس) than the blood of the** martyr (شہید)." Islam has produced numberless scholars, scientists and doctors in the past, whom the Western World imitates. In our country, the illiteracy (ناخواندگی) rate is very high. It is a shameful thing that most of our men, women and children are uneducated. The great scholar Plato (افلاطون) once said, "**If you want to judge the quality of a civilization, have a look at its teachers.**" By teacher, he meant the state (حالت) of education in a country.

Education has a vast field. Broadly speaking, it can be divided into **three branches, Vocational Education, Political Education and Moral Education.**

Vocational or technical education trains us in the art of earning our livelihood(روزی). Our scientists, engineers, doctors and skilled workers are trained and produced by this education. **Political education** makes us aware of our responsibilities(ذمہ داریاں) as a good citizen. It integrates(اکٹھا کرنا) the different segments (ٹکڑے) of society. It gives the people an insight (بصیرت) to live together. **Moral education** occupies the most important place in society. **It supplies the foundation on which our society stands.** It makes us honest, truthful, kind and sincere.(مخلص) It makes us patriotic (محب الوطن). Without this, the nation may be reduced to an army of liars(جھوٹے), shirkers(کام چور)and lazy people. No nation can make progress with this inferior stuff. (گھٹیا مواد/لوگ)

Education can make people alive to their duty as citizens. It can mature (پختہ کرنا) their political sensibility. At the time of election, they can easily understand the programmes of different political parties and can elect only sensible(باشعور) and honest rulers. We can say that for **the working of democracy, education is very necessary.**

Universal education will enable our people to contribute to the industrial, agricultural and technical field. An educated farmer can better understand the use and working of modern machinery of cultivation(کاشت کرنا) than an uneducated one. Educated people can work in a proper and sensible way in offices, factories, shops and on farms and other places. They can easily understand the intricate(پیچیدہ) relations going on between different nations. They will be aware of all the happenings of world. An uneducated person is a misfit in this fast developing world. He will cut a sorry figure(ناکام رہنا) in the field of business and commerce.

13. The harms of illiteracy

OUTLINE:

1. **Illiteracy is a curse for society. It has many disadvantages.**
2. **In illiterate person does not know anything about his rights and duties.**
3. **Our religion Islam has laid great stress on the acquisition (حاصل کرنا) of knowledge.**
4. **An educated person has many advantages. He understands the purpose of his creation.**
5. **He can make material progress in the world with the force of education and knowledge.**
6. **The Govt. should take proper steps to educate the masses.**

Illiteracy (ناخواندگی) is a curse (لعنت) for society. It has many disadvantages. An illiterate person is not aware of the cause of his creation. He does not know why God has created him. He cannot get knowledge from books, magazines, newspapers and the Internet. He does not know anything about God and his prophet. He remains unaware of the important happenings in the world.

An illiterate person does not know anything about his rights and duties. He does not understand the law of the country. He remains blind to the political and economic policies of the government. He is ignorant about the value and importance of vote.

An illiterate or uneducated person cannot make rapid progress in the world. He cannot get good job in any public or Govt. office. He cannot run any shop, industry or mill in a decent manner. Most of the illiterate persons remain backward and poor in life.

Our religion Islam has laid great stress on the acquisition (حاصل کرنا) of knowlege. The Holy Prophet (PBUH) has urged the Muslims to get knowledge even if they have to go to China. He said, **"The ink of a scholar is more sacred than the blood of a martyr.** (شہید) The great scholar Plato (افلاطون) once said, **"If you want to judge the quality of a civilization, have a look at its teachers"**. By teacher, he meant the state of education.

An educated person **has many advantages.** He understands the purpose of his creation. He is fully acquainted (آشنا، واقف) with the greatness of God and his Holy Prophet. He tries to perform his religious duties in a decent manner.

He is fully aware of his rights and duties. He can follow the policy of the Government. He understands and follows the programmes of different political parties. He is fully aware of the importance and value of vote. He elects right and real rulers.

An educated person can get good jobs easily. He takes full part in the economic growth of the country. He can work properly and sensibly in offices, factories and shops, or farms and at other places. He is fully equipped to (لیس ہونا) work and manipulate the computer.

He can learn advanced technical, industrial and agricultural skills. In this way, he may contribute a lot in the social and economic progress of the country. Keeping in view the advantages of literacy, we must fight against illiteracy.

Acquisition of education must be made compulsory for every man, woman and child. The Govt. should announce a scheme to educate all the illiterate persons. All jobs, private or Govt should be made open to those persons who can read and write. A completely illiterate person should not be given any type of job. This will make every one read, write and learn. Evening classes should be started at all level for the illiterate. All type of buildings, shops, plazas, post offices, mosques, or dispensaries should be utilized (استعمال کرنا) for classes.

The Govt should set up a separate body which may monitor the functioning of adult education. A huge fund should be allocated for this purpose. The rich people of the country should be urged to contribute money for this. The individuals getting education in this way should be encouraged and supported. They must be offered good jobs in different private and government establishments. They should be issued driving licenses, identity cards and registration of vehicles free of cost. They must be given concession in railway booking etc. Some of them may be sent on Hajj against a limited quota. **Media should be used to highlight the value of learning, writing and reading.** Such measures are explected to bring a reform in society.

14. Co-education

OUTLINE:

1. **Co-education means educating the boys and girls in the same institution.**
2. **There exists two schools of thought who differ sharply in their views about co-education.**
3. **We cannot open schools and colleges separately for both the boys and girls.**
4. **The boys and girls begin to have an understanding of each other at the college level.**
5. **Co-education has its disadvantages, also.**
6. **In a hot country like Pakistan, co-education makes the boys and girls alive to sex matters.**
7. **Co-education should be discarded at the university level, however, it should be continued at the primary level.**

Co-education means educating the boys and girls in the same institution. It is a modern concept. It was first introduced in Switzerland but later on it became very popular in every country. It was adopted by other countries of the West like Germany, France, Canada, Russia and America. In the Eastern countries, this concept of co-education is making headway (ترقی کرنا) slowly. In our country, it is popular only in vocational institutions.

There exists **two schools** of thought who differ sharply in their views about co-education. **One group of people** favours Co-education. It includes the people who are educated in the western traditions. They put forward the following points:

First, they say that we should adopt co-education in our schools and colleges because our country is poor and under-developed. We cannot open separate schools and colleges separately both for the boys and girls. This difficulty becomes very great in case of vocational and technical institutions. It is very difficult for the Government to open separate vocational colleges both for the boys and girls and equip them with necessary scientific apparatus and library. **Second,** there is a great dearth (کمی) of skilled teachers on technical subjects in our country. That is why, it is desirable to educate the boys and girls in the same institution.

Third, there is another advantage of co-education. The boys and girls have to play an important part in their practical life in the national progress of their country. They begin to have an understanding of each other at the college level. Co-education also produces in both the sexes a healthy competition (صحت مند مقابلہ) in their studies. The boys also become more civilized (مہذب) and polished in the pesence of girls. They try to approach the girls like sensible and civilized human beings. The girls also stand to gain something in the presence of boys. A mystery (پُراسراریت) seems to spread round both the sexes if they are kept separated from each other. If they are allowed to mix with each other, it is bound to produce in them a spirit of good will, trust (بھروسہ) and mutual understanding.

Co-education has its disadvantages. First, in a hot country, like Pakistan, co-education makes the boys and girls alive to sex matters. The boys begin to run after girls. The girls also feel proud of their boy friends. Thus, this tendency (رجحان) makes them neglect their studies. Moreover, the girls lose their feminine qualities (نسوانی خوبیاں). They lose feminine charm.

Second, the period of youth is characterised by irresponsibility and immaturity (ناپختگی). They fear that free mixing of both the sexes will lead to terrible consequences (خوفناک نتائج). This free contact wil result in laxity of morals (اخلاقی ڈھیلا پن). The youth of both the sexes will be corrupted (خراب ہونا) by free mixing. Colleges will be converted into romantic arbours (پُرکشش باغیچے). Cupid (محبت کا دیوتا) will have a free rein (آزادانہ روش). There would be Romeos and Juliets in the colleges. Ugly scenes would be a common occurence. **Chastity (عصمت) is the greatest ornament of women.** If they once lose it, they lose their place in society **permanently.** That is why, our **religion forbids the free mixing of men and women at any stage in life.** Therefore, it is false rationality to teach them in the same institution.

The boys and girls in our country have to play different roles in their life. The girl has to run her home. Man has to earn his living. The courses taught to the girls should be different from those taught to the boys. Co-education does not encourage this tendency.

We should not introduce it at the university level, because it has many harms. However, we can continue it at the primary stage.

15. Female Education OR Education for Women

P.U. 2006 Group-II B.A, P.U. 2012

OUTLINE:

1. **In this modern age, education plays an important role in cultivating the mind of both men and women.**
2. **The people who oppose female education have narrow and limited minds.**
3. **Education for women is necessary on many grounds.**
4. **Man and woman are the two wheels of the carriage of life. Education plays an important role in running this carriage smoothly.**
5. **An educated woman is a blessing to her husband, a good mother to her children and sincere worker to society.**
6. **The development and progress of the country depend on female education.**

Female education is very important for the progress of any nation. Education in the modern age has become very vital (ضروری) both for men and women. The progress of a country depends on literacy (خواندگی). If literacy rate (شرح خواندگی) is low in a country, it remains backward and under developed. In case of Pakistan, the literacy rate is alarmingly low (تشویشناک حد تک کم). People living in villages do not educate their girls. The feudal lords have a prejudice (تعصب) against educating their daughters. There are numberless villages in Pakistan where the arrangements for the primary education of girls simply do not exist.

No one can deny the benefits of education. It develops the inherent (چھپی ہوئی) and latent (مخفی) faculties (صلاحیتیں) of man. Without it, man remains in the darkness of ignorance and cannot make much progress. But it is strange that the persons who are advocate (وکیل) of male education, want to deny this privilege (حق) to the womenfolk. This one sided and partial attitude is quite unjustified. If we examine the arguments of the critics of female education, we find that they are based on superstitions (توہمات) and prejudices (تعصبات). They argue that women are inferior to men in intelligence and so they are not fit for education. Moreover, they fear that if women are educated, they will refuse to do **"domestic work."** Both of their fears have been proved false by women. Women are not inferior to men in intelligence. This has been proved by the women of evey country. Moreover, educated women do domestic work more skilfully than the uneducated ones.

First, there are many benefits of educating women in all the developed countries of the world. Women play an active and important part in the life of their nations. In the last World War, they did wonderful work. This had been possible on account of their education. How can any nation progress when half of its population i.e. women are ignorant and uneducated. An educated woman proves a better wife and better mother. She can look after the household affairs in a better way. In critical (نازک) and hard times, she can come out of her home and can be of use for her family and nation.

Secondly, an educated woman is a blessing for her home and society. She is fully aware of her duties as a citizen of the state. She understands her responsibility (ذمہ داری) towards herself, her family and her country.

Thirdly, an educated woman proves a good mother to her children. She can inculcate (پیدا کرنا) good ideas in their minds. She can make her children good citizens of the state. Uneducated mothers have a simple and credulous mind (دقیانوسی ذہن). They do not have elementary medical knowledge so greatly essential (ضروری) for the health of their children. The mortality rate (موت کی شرح) of infants (بچے) among the uneducated mothers is very alarming (تشویشناک). Educated mothers will give the nation healthy, enlightened and decently (اچھے طریقے سے) brought up children.

Fourthly, an educated woman can prove a sincere and loyal wife to her husband. She comes to have an understanding with him, which is very essential to the married life. She is refined (صاحب ذوق) and cultured. In the time of trial, also she can become an earning hand to her husband. We can say that female education is necessary for the economic development of our country.

16. Our Educational Problems

P.U. 2010 B.Sc P.U. 2007 B.A, Gujrat 2014

OUTLINE:

1. **The present system of education is rotten to the core. It was designed to produce clerks.**
2. **Our education system is not based on Islamic principles.**
3. **Our education system does not deal with scientific, professional and industrial fields. It is based on humanities.**
4. **The need for suitable advanced and up to date books is greatly felt in Pakistan.The learned scholars should come forward to write these books.**
5. **The national language Urdu must be given due place in our educational system.**

The present system of education is rotten (بوسیدہ) to the core (جڑ تک). It was designed to create clerks for the East India Company and later on to supply a number of officers to run the administration (انتظامیہ). Since the creation of Pakistan, there has been a cry from the people that the prevailing (رائج) system of education should be overhauled (ٹھیک کرنا). Today we face many educational problems.

First, our education is not based on Islamic Principles. It is too (بہت زیادہ) materialistic (مادی) in its outlook. The result is chaos (گڑبڑ) in society. The students of today are disrespectful (بے ادب) to their parents and elders. The present indiscipline in the schools and colleges can only be cured (علاج) if the students are made familiar with the Quran. We should base our education on Islamic Ideology. We should pursue (پیروی کرنا) western science, but we should not forget that we are Muslims.

Secondly, ours is a developing (ترقی پذیر) country. We need more and more skilled workers (کاریگر). We need doctors, engineers, agriculturists, technicians (کاریگر) in all spheres of life. Our problem is to have more industrial and technical colleges. Education in humanities (آرٹس) should remain but it should be restricted (محدود کرنا) only to a few. This will solve the problem of unemployment (بیروزگاری) to a great extent. Moreover, we shall be able to get rid of the foreign experts.

Thirdly, the need for suitable (مناسب) books is being acutely (شدت سے) felt in Pakistan. Most of the books are foreign published. Some are published in Pakistan but they are not upto the mark (معیاری). The learned men and scholars in the country must devote (وقف کرنا) themselves to the writing of new books according to our needs. History will have to be re-written with special reference to the achievements (کارنامے) of our national heroes. Modern Urdu literature should be given a place in the syllabi. Reading texts must have scientific knowledge in them. They should preach our national ideology.

Fourthly, the most baffling question is that of the national language. There is a debate in the country whether the medium of instruction should be Urdu or English. English is an international language. It has become a language of learning, and communication. The vast stores of scientific and technical knowledge are present in it. Urdu is our national knowledge. What should be the medium of instruction?

Lastly, our system of examinations needs a drastic (مکمل، شدید) change. Our examinations are not sure test of one's ability. Good marks and divisions in the examinations depend on chance (اتفاق) and cramming (رٹا). A good student may fall ill and secure a poor third division; a poor student (کمزور طالب علم) may cram a few questions and get a high first class. Our education should discourage (حوصلہ پست کرنا) cramming (رٹا). It should take all possible steps to generate originality (جدت خیال) of thought and an aptitude (رجحان) for research work.

17. Careers for Women OR Careers for Girls

P.U. 1990, P.U. 1996, P.U. 2001, P.U. 2002 B.Sc

OUTLINE:

1. In the past, the women were treated like slaves. They were not allowed to come out of the four walls of their homes.
2. Women have proved their worth and skill in all fields of life.
3. Shining girls can try their luck in the superior services.
4. They can become doctors, nurses, teachers, news casters, research scholars and journalists and airhostesses.
5. Educated women can contribute a lot to the prosperity of the country.

In the past, women were treated like slaves. Their main profession was to obey and entertain their husband. As Ruskin puts it, **"A true wife, in her husband's house is his servant; it is in his heart that she is queen."** Women were confined to the kitchen and the nursery. But now things have changed. Education, T.V. and newspapers have changed their outlook. They have become conscious (باخبر) of their rights and privileges (استحقاق). They have started taking part in every field of life.

Education has entirely changed their outlook. It has polished and refined their mind (ذہن کو لطیف بنانا). They have proved their worth and skill in every field of life.

Now women have started taking part in the nation building activities. Some people object to it but they forget that the early Muslim ladies went to the battlefields and they helped their menfolk.

The girls of today should also come forward and lend a helping hand to their men. Of course, there are some hard and rough duties which women may not like to perform. They can do any job which fits their ability and aptitude (رجحان). There are many jobs which women could perform with great care and comfort.

First, shining and brilliant girls can try their luck in the superior services. By becoming C.S.P officers, they can serve their nation and country. A few young girls have already proved their worth as civil servants. Women like Begum Ra'ana Liaquat Ali Khan may be sent abroad as ambassadors (سفیر) of Pakistan.

Secondly, advertising is a field that can be filled in by girls gifted with imagination (تخیلات). Girls with charming and attractive personality have already occupied the screen of T.V. to display and advertise the products of different firms and manufacturing factories. They are very successful in that field. They can be given training if so required.

Thirdly, the profession of medical and nursing is greatly suitable for the genius (قابل) and aptitude (رجحان) of women. Our country is in great need of lady doctors and nurses. In most of the villages, we do not have a single lady doctor. Our women are shy (شرم محسوس کرنا) with male doctors. They cannot tell them their trouble frankly (صاف). This difficulty could be solved if we have more lady doctors.

Fourthly, in the same way, teaching is another profession which our girls can easily adopt. They are very suitable for the teaching of small children. They have motherly love for them. However, girls with high education can become lecturers and professors. In Pakistan, there are numberless women who have proved their worth as teachers in schools, colleges and universities.

Fifthly, women with practical knowledge and enterprise can become sale girls. They can run a shop of ready made garments, clothes, medicine and jewellery.

There are many other professions open for girls. They can become air hostess in some airlines. The girls have proved their worth as nurses, journalists and research workers.

18. Women's place in society OR
The role of women in nation building

OUTLINE: (P.U. 2015, Sargodha 2014), (P.U. 2017)

1. **In the past women did not enjoy many rights. They were expected to limit their activities to the kitchen.**
2. **Now women are conscious of their rights as citizens and consider themselves equal to men in every field of life.**
3. **They have proved their worth in every field of life. Now they cannot be kept as slaves in the house.**
4. **She is biologically different from man. Her main function is to produce and look after children.**
5. **Our religion Islam is not against the education of women. It does not forbid (منع کرنا) them from taking part in the social activities of life.**

In the past, women were looked upon as slaves. Her main profession was to obey and enterain (تفریح مہیا کرنا) her husband. As Ruskin puts its (کہتا ہے) "**A true wife in her husband's house is his servant, it is in his heart that she is queen.**" Upto the 19th century, it was thought that marriage and home life were the best outlets (نکاس) for a woman's energies. Thus a woman's activities were confined to the kitchen and the nursery. Towards the end of the 19th century, there came the revolt (بغاوت) of women.

Literature of 19th century made them conscious (باخبر) of their duties and privileges (حقوق). **Education** more than anything else was responsible for the emancipation (آزادی) of women. With education came the realization (احساس) that she could do what man had done. She made a great demand for the right to vote. She succeeded in it. At present a number of women are members of the parliament. To day, women are working as typists in offices, telephone operators, teachers, doctors and what not. In Russia and Japan, they were trained as soldiers to serve in the Second World War. Even in Pakistan, we have women athletes, writers, leaders and administrators. They are leaving Purdah and taking an active part in the social life of the country.

However, there is a group of thinkers who believe that women should not take part in the social and cultural activities (ثقافتی سرگرمیاں) of the country. They believe **that man is for the sword and woman for the needle,** man is to command and woman is to obey. Their judgement is based on prejudice (تعصب) and it is one sided. The real danger is that women are making a wrong use of their emancipation (آزادی). They are trying to imitate man in everything. With the result, that they are losing their essential womanhood (نسوانیت). They are losing sight of the fact that **delicacy (نزاکت) and modesty (شرم وحیاء) are two of their finest virtues.** Without them, they would be simply apologies (معافی نامے) for women.

Let us discuss the problem in the light of human psychology. Women are different from men in their bodily form and constitution (بناوٹ). It is her sacred duty (مقدس فریضہ) to produce children and look after them. Not only this but she has also to build a nation of morally sound people. She has to play the role of a teacher for her children. The Holy Prophet has said **"Paradise lies under the feet of a mother".** This shows that in Islam a woman enjoys great status. Her rights are equal with men, but her duties are different. Nepoleon once said **"Give me good mothers and I shall give you a good nation".** This means that morally good mothers build a nation of brave and strong people.

Islam does not prohibit women to do jobs. Women can do any job provided they do it within the framework of Islam. Women can become doctors and nurses in hospitals. They can also become teachers, typists, clerks and receptionists. Women should do a job when they are actually in need of it. They should first of all look after their children and make them good citizens. However, in case of dire neccesity. (بحالتِ اشد ضرورت) she can take part in social and cultural activities.

19. Examinations or our present system of examinations

OUTLINE:

1. Examinations have become an important feature(اہم پہلو)of our educational life.
2. The students do not like them.
3. There are many advantages of examinations. They are the test of man's ability and give credibility to man's learning.
4. They have many disadvantages. They are not a sure test of man's learning and knowledge.
5. The present system of examination thrives on cheating and fraud. (دھوکہ)

Examinations are an important feature of our educational life. The students do not like them. The approach of (آمد)an examination fills their **mind with fear.** They neglect their games and take their meal irregularly (بے قاعدگی سے). Examinations upset their routine life. Games, meetings, clubs, societies and other activities are stopped at once. During the days of examinations, the students do not find time to entertain(تفریح کرنا) themselves. According to the students, it is the most absurd system(بے ہودہ نظام) so far invented by man.

Examinations are not altogether (بالکل) devoid of good. **The first use of examination** is that they serve **as a test of efficiency**(اہلیت). It is only through an examination that we can know about the progress of a student at studies. Examinations provide a tangible (ٹھوس) proof of the fitness of a student for the higher class. A university degree or a diploma bears testimony(شہادت دینا) to the fact that a particular student has acquired knowledge of a fixed standard. Thus an employer can safely entrust (سونپنا) a job to the degree holder.

The second use of examinations is that they goad (اکسانا)us to study properly. A careless student becomes serious near the examination. He buys books which he has no intention to buy and determines to work regularly. About half of the students in a school or college read for the sake of examinations. Thus examinations are the most effective way of inspiring (تحریک پیدا کرنا) a student to read.

Thirdly it is only examinations which help us in finding out the cleverest and most efficient student. Only through examinations, we distinguish between the scholar and the dullard(کند ذہن), the genius(قابل) and the dunce(احمق). To fill higher services, competitions (مقابلے کے امتحان) are conducted by the Public Service Commission, and the top students are selected to fill the vacancies. Thus examinations help us in discriminating (تمیز کرنا) between the genuine (اصلی) gold and the sparkling(چمکدار) brass(پیتل).

But this is only one side of the coin. Examinations have **certain abuses as well. First of all**, the enormous(بہت زیادہ) strain during and near an examination tells hard upon(اثر انداز ہونا) the health of examinees(امیدوار). A number of them fall ill or develop nervous disorders(اعصابی بے تنگی). **The second disadvantage** of examinations is that they encourage cramming (رٹا لگانا). The examinations at present are a test of memory rather than of intelligence.

Chance plays a great part in all examinations.

Our present examination system suffers from many malpractices(خرابیاں). The students resort to copy without any fear. They cheat, bribe(رشوت دینا) and threaten(دھمکی دینا) the superintendent or the examiner and adopt unfair means to solve the paper. Inspite of all these disadvantages, we have to put up with examinations as there is no other system to test the efficiency(قابلیت) of the students.

20. Importance of English in Modern Age

OUTLINE

1. **English is a very old language. It came into the sub-continent of India with the arrival of the English.**
2. **It is an international language.**
3. **It makes the contact of four provinces of Pakistan an easy thing.**
4. **It is the language of learning. It is a storehouse of knowledge.**
5. **English is a medium of higher education and research.**
7. **We cannot do away(ختم کرنا) with it in Pakistan.**

English is an old language. It came into the sub-continent (برصغیر) India with the English rulers. Since then, the people of the sub-continent(برِ عظیم) have been under the influence (زیر اثر)of English. It was Sir Syyed Ahmad Khan who urged (اکسانا) the Muslims to study English. His efforts in this context are praiseworthy(قابل تعریف). Under his advice, the Muslims learnt English and began to compete (مقابلہ کرنا) with the Hindus In every field of life. Had they not learnt English, they would have remained backward. The importance of English in the modern world can be studied under the following topics:

English is almost an international language. It is spoken and read in almost every country of the world. It has linked various parts of the world and has promoted understanding among people of different countries. Its knowledge is essential(ضروری) for the promotion(ترقی) of international understanding. Pakistan is a country where people love to speak and study in their mother tongue. They like to speak Punjabi, Urdu, Sindhi, Balouchi and Pushto. English is the only language which can foster (پرورش کرنا۔ بڑھانا) unity among the people of four provinces.

English has become a language of knowledge and learning. All our scientific and technical knowledge is present in this language. It deals with commerce (تجارت) and trade. All our foreign trade is done through this language. The knowledge of medicine, engineering, technology, surgery and military equipment (حربی کا سامان) is communicated(پہنچانا) to us in this language.

The best in poetry, drama and other branches of literature is found in English. No other language of the world gives **us standard terminology and symbols(علامتیں)** in various branches of science and technology. Knowledge of English is compulsory(لازمی۔ضروری) for getting employment at home and abroad. English has played a very important role in our struggle(جدوجہد) for independence(آزادی). All the activities in this respect were carried through the medium of English.

We cannot do away with English. It has its roots (جڑیں) very deep in our society. It has been **an official language for more than two centuries** in the sub-continent India. It is used in the working of our executive (انتظامیہ) and judiciary (عدلیہ). It is taught in our schools and colleges and universities. The doctors, engineers, teachers and other educated people use this language for communication (ابلاغ) of ideas. Our educated people have great love for it. The importance of Urdu language cannot be underrated,(کم کرنا) but it is still in its infancy(بچپن). It cannot compete with English as regards its vocabulary and scope(گنجائش). We can say that the future of English in Pakistan is quite safe. We cannot do away with it. (ختم کرنا)

21. Students and Politics

(Gujrat 201

OUTLINE:

1. **It was after the First World War that the students of the Sub-continent of India took part in politics.**
2. **The students hated the British rulers and launched a movement against them under the leadership of Quaid-i-Azam.**
3. **Every political party in Pakistan has created its own student wing. There are bitter clashes among the different student wings.**
4. **The students do not study properly and take part in politics excessively. In this way, they waste their time and money.**
5. **The students should not take active part in the world politics. However they must be aware of the current political affairs of the world.**

It is a debatable question whether the students should take part in politics or not. Participation (حصہ) of the students in the political life is a thing of the present age. It was after the First World War that the students of the sub-continent (برصغیر) of India took part in politics. The Indian National Congress organized (منظم کیا) the students to fight for the freedom of the coutnry. This movement was directed against the British rule. Later on, the Muslim League had his own wing of Muslim Students under the leadership of Quaid-i-Azam. The students awakened (بیدار کیا) the masses and made them active to get a separate country for the Muslims. After the creation of Pakistan, every political party in the country raised its student wings. The political leaders exploited (استحصال کرنا) the students to their selfish ends (خود غرضانہ مقاصد). The result is that the students do not take interest in their studies but resort to agitational politics.

The question is whether the students should take interest in politics or not. There are **two views about it.** One group of people holds the view that the students should take part in politics. It is said that the students of today will be the citizens of tomorrow. As citizens, they will have to shoulder the political responsibilities (ذمہ داریاں) of the country. If they fail to do so, the country will surely collapse (ختم ہو جانا).

Politics, no doubt, is a complicated affair.(پیچیدہ) It requires experienced and clever people. In order to become efficient political workers, students need a lot of training and experience. Before the birth of Pakistan, students took interest in the politics of the country. They played active role in the struggle (جدوجہد) for making Pakistan. They produced political awakening (سیاسی بیداری) among the masses. It is said that there is no harm if the students take interest in the politics of the country.

The other group of people hold the opposite view. It is said that the main task of the students is to study their books. Politics is a dirty game. The task of the students should not be to take part in such an ugly game. If they take interest in politics, their attention (توجہ) will be divided. They will not be able to devote themselves whole heartedly to their studies. Moreover, students are emotional (جذباتی) by nature. They cannot form their own political opinion and undertaking. In this way, they have to become a puppet (کٹھ پتلی) in the hands of shrewd politicians (چالاک سیاستدان).

Both the views are extreme. The students should not take part in the active politics of the world. However, they must study the current situation of the world scientifically. The objective study of world problems will enlarge their knowledge and learning.

22. The qualities of a good teacher OR An ideal teacher

OUTLINE:

1. **Teaching is a noble profession. It is loved and respected for the following reasons.**
2. **A good teacher moulds the conduct and character of his students. He is a model of excellence for them.**
3. **The teachers are men of learning and knowledge. They command great respect in society.**
4. **In the modern age, a teacher has become a tool to earn as much money as possible. His main object in life is commercial and not educational.**
5. **A god teacher must be honest, frank and liberal in his views. He must rise above distinction of caste, colour and creed.**

Teaching is known as a noble profession. It is rightly so. In the past, a teacher was a man of great learning and knowledge. He was held in great esteem for his freedom of ideas and independence (آزادی) of judgement.

Aristotle (ارسطو) and Socrates (سقراط) were great teachers. They were held in great esteem (عزت) by their pupils and the masses. (عوام) Now-a-days, teaching has become a profession of public service. A teacher does not enjoy freedom of ideas. He is supposed to teach what his employers want him to teach. The materialism (مادیت) of the modern world has also affected the attitude of the teacher towards his students. However, of all the professions, it is still the most respectable profession. A good teacher is still loved and liked by his students.

The profession of teaching is liked and loved for the following reasons.

A good teacher influences the mind of his students. He shapes and moulds his conduct (رویہ) and behaviour. He inspires him to do acts of nobility and goodness. The old teachers were respected by their students for their humble and simple habits. They were morally very sound. A teacher in the modern world should also be charged with moral spirit to guide and inspire his students. **He must be a model of excellence (عمدگی) for them.** He must be a friend, philosopher and guide to his students. He must build the vision (نقطۂ نگاہ) of students **"to greatness."** It is under the influence of good teachers that great leaders, statesmen and scholars have born in the world. A good teacher knows the psychology (نفسیات) of his students and moulds his character not by sermons (وعظ، تبلیغ) but by suggestive methods.

The teachers are men of learning and knowledge. They are men of sound judgement. They are liked by people for their scholarship, wisdom and mature ideas. (پختہ خیالات) They have zest (جوش و خروش) for learning. They are lovers of books. They communicate (باہم پہنچانا) their learning and wise ideas to their pupils. A teacher's job does not end with the class work. He inspires and guides his students day and night. He teaches the pupils to face the hardships of life squarely. He teaches them to remain cool and calm in every situation. He teaches them the value of culture. He helps them to become good citizens. He prepares them for future life.

Teaching is a lucrative (آرام دہ)profession now-a-days. A teacher teaches the boy for sometime and leaves his place of teaching after teaching a few hours. He is imbued (رنگا ہوا ہے) with material spirit. He runs after tuitions and tries to make himself well off. This is not wrong to some extent. Every body has the right to make his life materially comfortable. But a teacher's job is different from other members of society. He has to build a nation. He must stay in the college and school to build and shape the character of his students.

The teaching profession lends dignity (عظمت) and respect to the teachers. It is a rewarding profession. Even in this commercial society, the teachers are loved and respected by their students. The students who make progress in different fields of life bow to their teachers respectfully when they visit their office or chamber. They pay full respect to them and help them in their difficulties and hardships.

Modern teacher has no doubt lost his respect and dignity in society owing to his loose habits. He is not now a man of cultured habits. He is not disciplined. His habits are low and shallow (سطحی). In order to rebuild his image, a teacher must rise above petty ideas. (چھوٹے خیالات) He must rise above religious bias (مذہبی تعصب), sectarian (فرقہ وارانہ) feelings and narrow mindedness. He must be a man of lofty ideas.

23. Life in a College Hostel

OUTLINE:

1. **Hostel life is the most pleasureable period of a student's life. It offers many advantages to the students.**
2. **Hostel life gives a practical training to a student in his mental, moral and spiritual development.**
3. **In a hostel there is a reading room, where the students read books, magazines and newspapers and in this way, enrich their knowledge.**
4. **Hostel life produces discipline and self confidence in the students.**
5. **Hostel life has its own disadvantages. The students begin to devote their time to T.V and films and leave their studies. They form groups and quarrel over petty affairs.**

Every college has a hostel where students from outside live. It is like a home for them. Hostel life is the most pleasureable period of a student's life. It is a world in itself. It has its deep impressions (تاثرات) and memories which remain alive till the last moment of man's life. Hostel life offers many advantages to the students.

Hostel life gives a **practical training** (عملی تربیت) **to a student in his mental, moral and spiritual development.** (روحانی نشوونما) Here a student is not under the close check of his parents. He has to perform his work with perfect independence (مکمل آزادی). His habits become regular and his mind is disciplined (منظم). He has to obey the hostel rules at every cost. (ہر قیمت پر) He is made to study during the study hours. He is not allowed to move outside after certain hours of night. He learns the value of punctuality.(پابندی) He gets up early in the morning to say his prayers. Regularity in rising and sleeping keeps him healthy and active.

In every hostel, there is a reading room. Many daily news papers and magazines come here. The residents of hostel can enrich (زیادہ کرنا) their knowledge by means of this informative reading material. (معلوماتی مطالعے کا مواد) The common room has an attraction of its own. The students assemble (اکٹھا ہونا) in the evening and take part in various indoor games. Every common room is also equipped with (لیس ہونا) a T.V set. There are annual contests and competitions among the hostel students.

In a hostel, the students learn many things from one another. The students come to live in the hostel from various places of the country. Each student brings his own culture, tradition (روایات) and language with him. The students exchange their views on different topics and thus learn many things from one another. They also share and sympathise with one another in the hardships and difficulties of life. Moreover, hostel life produces in the students **a sense of confidence (اعتماد) and self-help.** The students have to live without the help of their parents. Every hostel student has to set the daily routine of life himself. He has to make his own bed, polish his own shoes, press his clothes and manage his daily affairs of life (زندگی کے معاملات).

Hostel life has its disadvantages also. Sometime, the students get actually spoiled (بگڑ جانا) in a hostel. Some begin to love films and fashions and waste their money on gambling (جوا کھیلنا) and drinking. They become careless about their studies. They go to cinema houses frequently (اکثر اوقات) and waste their time and money

They sometimes quarrel over little things. Parties and groups are formed among them. They keep weapons in their rooms and use them in their petty quarrels. (معمولی لڑائی جھگڑے) Moreover, hostel life is also very expensive. (مہنگی) Most of the parents cannot afford it. Inspite of the disadvantages of hostel life, its educative value cannot be denied (جھٹلانا).

(C) Topics related to Politics and Law

24. Human Rights

P.U. 2007, P.U 2008 B.Sc

OUTLINE:

1. **Human rights did not exist in the past. People of old times did not have any concept of human rights 'Might is right' was the law of the world.**
2. **It is our religion which has highlighted the importance of human rights for every one.**
3. **Islam has conferred the rights of equality, justice and dignity to every one.**
4. **It is the only religion which has conferred equal rights to women in every field of life.**
5. **The countries of the world still follow the policy of might is right.**
6. **The Muslim countries face great hardship in view of the policy followed by the strong and powerful countries of the world.**

Human rights did not exist in the past. People of the ancient times (پرانے زمانے) lived like animals. They did not have any concept, (تصور) of human rights. "Might is right' was the law of the world. The strong ruled the weak. The weak was destined (قسمت میں لکھا ہوا) to lead a life of misery. (مصیبت) His sense of respect and dignity (وقار) was destroyed by the strong and the rich. As human society developed, the concept of human rights also developed. The **first code of human rights was created by the king of Ur in 2050 B.C. King Asoka in 265 B.C** issued a document which contained certain human rights. It was with the spread of education that the concept of human rights matured. (پختہ ہونا)

It was our **religion which highlighted the importance of human rights for every one.**

1. **It gave equal rights of human dignity and respect to all people irrespective of** (بلاتفریق) their colour, caste and creed. Islam bestows (عطا کرنا) equal rights in the field of politics, culture, religion and economic to the master and the slave.
2. It preached non violence (عدم تشدد) and peace. It gave the right of the security of life to everyone.
3. It conferred right of protection of honour and dignity to every one.
4. It gave right of political and economic freedom to every one. It gave freedom of expression to every individual of the state.
5. It guaranteed (ضمانت دی) social justice and equal opportunity of growth and development to every individual. (نمو)
6. Islam gave equal rights to women along with men in every field of life.

There are only a few countries which follow and practise human rights. Take the example of big democractic countries. America, Britain and India are said to be the greatest democractic countries. But unfortunately they violate (خلاف ورزی) human rights grossly.(بہت زیادہ) America, the big super power has always resorted to the use of force on weak and poor countries. Afghanistan is populated by poor people. America has bombed it mercilessly (بے رحمی کے ساتھ) and killed millions of innocent men, women and children. It has caused massive (وسیع) disaster (تباہی) in Iraq. It kidnaps (اغوا کرنا) and imprisons (قید کرنا) the innocent Muslim men and women without any fault. In this way, it violates(خلاف ورزی کرنا) the rights of human freedom and human dignity.

Israel with its heavy collection of sophisticated (جدید ترین) weapons attacks and assaults (حملہ کرنا) the Muslims of Palestine after every weak. India too does not lag behind. It has committed untold atrocities (مظالم) on the Kashmiries. The world though educated and enlightened (روشن خیال) still follows the law of jungle. 'Might is right' is still loved and worshipped.

In Pakistan the conditon of following human rights is not satisfactory. People belonging to opposite political opinions are arrested, kidnapped and imprisoned. (لے جایا جاتا ہے)

The courts are weak to guarantee human and political freedom to people. The strong and the rich usurp (قبضہ) the property of the weak and lead a life of luxury. (آرام دہ) The four provinces of Pakistan always cry for fair distribution of water and energy sources. The people of Pakistan are discriminated (امتیاز برتنا) on the grounds of caste, (ذات پات) creed and religious kinship. (مذہبی تعلق) They do not enjoy the right of equal and just opportunity of getting jobs.

However, there are certain fields where Pakistan has no doubt conferred equal rights to individuals. The minorities (اقلیتیں) are equal citizens and enjoy all basic rights. They have the right to live according to their religion. They can maintain and manage their religious institutions. They have equal opportunities for job and getting education.

Women in Pakistan are also treated as equal citizens. The government of Pakistan have taken many steps to confer equal rights to women in every field of life. Equal jobs as well as educational opportunities are available to them. They can vote and reach the assemblies. They can become the rulers. They are in every field of life.

25. Elections in Pakistan

P.U. 2000 B.Sc, P.U. 2013

OUTLINE:

1. **Elections are linked with democratic set up. The arrangement done to cast the votes is called election.**
2. **Elections in Pakistan are held to elect the representative of *Provincial, National* Assemblies and the Senate.**
3. **The elections are conducted and arranged by an election commission.**
4. **Election compaign starts with the announcement of election *programme. Every* village and city bustles with activity.**
5. **Polling day becomes the centre of activity.**
6. **After the results, the supporters of winning party *fire crackers and take out* procession.**

Elections are very important for a democratic country. The concept of democracy is linked with elections. Elections are the means (ذریعہ) to elect the rulers of the country. The system to elect the rulers by the exercise of the will of the people (لوگوں کی رائے یا مرضی) is very old. It dates back to the ancient Greece (یونان) and Rome. Later on, the system was adopted in a different way by the Muslim Caliphs. In the modern age, the rulers of a democratic country are chosen by means of casting votes. The votes are cast to elect the representative (نمائندے) of the people. **The arrangement done to cast the votes is called election.**

Elections in Pakistan are held to elect the representatives of provincial (صوبائی) Assemblies, National Assembly and the Senate. The four provinces have their provincial assemblies. There is party system in Pakistan. The party where returns majority of the representatives forms the government. In the same manner, the party who is in majority at the federal level forms central Govt. The election to senate is based on the equal number of seats, in each province. The senate is the upperhouse in Pakistan. There are elections to local bodies also. They are also conducted on the above mentioned pattern. (نمونہ)

The elections are conducted and arranged by an election commission. The Election Commissioner often belongs to judiciary (عدلیہ). He is said to be an impartial (غیر جانبدار) and fair person. The Election commission seeks the help of different departments to conduct the election. The judiciary and the army are there to help the election commission for a smooth and fair election. The school and college teachers, the bankers and other public servants practically conduct the election.

They conduct polling on the election day.

Election compaign starts with the announcement of election programme. Every village town and city of the country bustles with activity.(سرگرمی سے متحرک ہونا) All the contesting (مقابلہ میں حصہ لینے والی) parties, their workers and supporters become busy like a bee. They start canvassing. The banners, posters, portraits (تصویریں) in support of the candidate are displayed. Rallies and processions (جلوس) are taken out. Workers and supporters wear badges on their bodies. Slogans (نعرے) are raised in support of their candidates. Fiery (مشتعل) speeches are made. The whole atmosphere is charged with tension. (تناؤ) The acts of violence (تشدد کے کام) are committed. The political animosity (سیاسی دشمنی) reaches its climax.(عروج) At some places, murders are committed.

Polling day becomes the centre of activity. Media men visit different polling stations and keep the people aware of the on going process of polling. Voters rush to the polling station. The workers and supporters of each candidate knock at the door of the people and persuade (قائل کرنا) everyone to cast vote in favour of their candidates. The voters are offered vehicles to reach the polling station. They are served with soft drinks and other tasty eatables.

The supporters of each candidate remain at the polling station till the end of elections. They raise slogans and make signs of victory in favour of their country. After the results, the supporters of winning party fire crackers (پٹاخے چھوڑنا) and beat drums. They go to their candidate in the form of procession, raising slogans in his favour. Election system in Pakistan is not without its faults.

26. Democracy

(Gujrat 2014, P.U. 2015), (P.U. 2018)

OUTLINE:

1. **Democracy is a popular form of government. It is practised successfully in many countries of the world.**
2. **Dictatorship is a system of Government in which one party or one person rules the country.**
3. **In democracy there is a full freedom of expressing public opinion.**
4. **Democracy has many defects. It is a difficult form of Government. It is not successful in a country where most of the people are uneducated.**
5. **Democracy inspite of all its defects is better than dictatorship.**

Democracy is a popular form of Government. It is practised successfully in many countries of the world. In this form of Government, people elect their own rulers. In a democratic country, there are many political parties. They take part in election. The party which wins by the majority of vote is declared successful. It is called to form the

Government. The rest of the parties are supposed to sit on the opposition (حزب اختلاف) benches. In the assembly, important issues (مسائل) are debated and discussed by both the ruling party as well as the opposition party. The decision on different problems of the country is taken after much deliberation. (سوچ و بچار)

Dictatorship is a system of Government in which one party or one person rules the country. The entire power rests with that party or the ruler. The party comes into power after election. However, unlike democracy, there is no opposition party. All the votes are cast in favour of one party. **In dictatorship no one can oppose the ruler.** There are many restrictions (پابندیاں) on the freedom of people. An individual does not enjoy any type of freedom. The radio, the television, the newspapers and other mass media (ذرائع ابلاغ) conceal (چھپانا) facts. Their main business is to admire (تعریف کرنا) and praise the ruling party. **In dictatorship** an individual does not enjoy any respect. This form of Government is popular in communist countries as Russia, China and East Germany.

In democracy there is full freedom of expressing public opinion. An individual enjoys full freedom to think, write and express his views. The press is completely free. The policies of the Government are debated and discussed freely in the newspapers as well as in the Assembly Hall. **In democracy,** a person enjoys respect and importance.

Democracy is linked (وابستہ) with justice. Every body has equal right in the eye of law. The voters can choose and remove their rulers according to their own will(مرضی، ارادہ) (. This form of Government is popular and successful in America, Britain, India and Japan. Democracy has failed in under developed countries. It has not worked successfully in many of the Asian countries. The reasons for its failure are the following.

Democracy is a difficult system of Government. Only the educated and sensible people can understand and run it. In our country and in many other Asian countries, most of people are uneducated and backward. They cannot understand the real spirit and structure (ڈھانچہ) of a democtatic system of government. Most of the people in our country are poor. At the time of election, the voters are bribed (رشوت دینا)and tempted to give votes in favour of irresponsible and uneducated candidates. In this way, in democracy, the responsible and educated candidates do not return to Assembly.

In a democratic form of government, the candidates use unfair means to win the election. The candidates of the rival party are kidnapped (اغوا کرنا). The ballot boxes are broken and undue pressure is exercised on the officers who conduct the election. In this way, the elections open the gateway (دروازہ) to corruption (برائی) , bribery (رشوت) and selfishness.

Democracy has many merits but it has many **demerits** also. It is known for its **inefficiency**(نااہلیت) and **slowness.** At the time of national emergencies, it fails to cope with (مقابلہ کرنا) the situation. The national issues of great importance are debated and discussed in the assembly. It takes a long time to arrive at any decision. In this way, many problems of utmost importance remain unsolved in the light of above discussion. We can say that democracy inspite of its defects is still a popular form of Government. It is better than dictatorship.

27. The future of democracy in Pakistan. OR Why democracy has failed in Pakistan

P.U. 2006 Group-II B.A

OUTLINE:

1. **Pakistan is an Islamic Democratic Republic. But it is not governed by Islamic and democratic principles.**
2. **East Pakistan was torn asunder. Capitalism and feudalism deepened its failure.**
3. **The future of democracy in Pakistan is not bright. The reasons are given below.**
4. **Democracy works successfully in those countries where literacy rate is very high unfortunately in Pakistan the literacy rate is very low.**
5. **Our political parties are not democratic in their ranks.**
6. **Feudal system has also made democracy a failure in Pakistan.**

Pakistan is an Islamic Democratic Republic. According to the constitution of Pakistan, the country may be governed by democratic principles in the frame work of Islam.The country must be governed by the principles of equality (مساوات) freedom and social Justice. But unfortunately, the country was not ruled by the principles of democracy. It resulted into many losses. **First;** East Pakistan was torn asunder (ٹکڑے ہوئے). **Secondly** capitalism (سرمایہ دارانہ نظام) and feudalism (جاگیردارانہ نظام) deepened (گہرا کرنا) their roots in the fibre of society. The rich exploited the labour of the poor and amassed a huge amount of wealth (دولت اکٹھی کرنا). The poor had to live a life beneath the line of poverty.(خط افلاس کے نیچے)

Let us see why democracy has failed in Pakistan. There are many factors for the failure of democracy in Pakistan.

Firstly: Democracy has been working very successfully in countries where literacy rate(خواندگی کی شرح) is very high. In our country, most of the people are uneducated and illiterate (ان پڑھ). In the cities, big industrialists too have started to take active part in the politics of the country. They bribe (رشوت دینا) and tempt the voters. After they return to national and provincial assemblies, they expand their industrial empire and refuse to serve the interest of their voters.

Secondly:

In Pakistan, press has never been free. Democracy cannot prosper (پھلنا) in a country where press and judiciary (عدلیہ) do not enjoy freedom. The failure of democracy was first prompted by (تحریک ملنا، آغاز دینا) the **"Jagirdar"** rulers of Pakistan who crushed press and tried to hush up (بند کرنا) the voice of judiciary. Since the birth of Pakistan, the journalists and judges have been threatened, (دھمکیاں دینا)bribed and tempted (لالچ دینا) by the rulers The journalists have been chained, killed and sent behind bars. The judges too have been harassed (پریشان کرنا).

Thirdly: Our political parties too are responsible for the failure of democracy in the country. They do not possess true political sense. They do not know what is happening in the country or around the world. They do not produce the political awareness in the voters. The voters cannot vote intelligently as they do not know the programmes and manifestos (منشور) of different parties. They are quite simple' and artless. They are easily exploited (استحصال کرنا) by the tall claims (اونچے دعوے) and high slogans (بلند بانگ نعرے) of the political leaders. They are tempted (لالچ کھانا) to vote for their leaders who exploit their daily needs. In this way, only selfish and insincere leadership comes into power.

Fourthly: Democracy has failed in Pakistan due to feudal system (جاگیردارانہ نظام). The feudal lords (بڑے زمیندار) control the lives of millions of farm labourers and farmers. The labourers, small farmers and their families .obey the landlords unconditionally.(غیر مشروط) They do not have the courage to challenge their authority. At the time of election, they must vote for those big landlords The feudal lords return to the assemblies, with the sole aim of (صرف اس مقصد کے لئے) amassing (اکٹھی کرنا) wealth and increasing their influence. Most of our assemblies are populated by these big landlords.

Fifthly: Democracy could not flourish in Pakistan due to injustice and inequality (عدم مساوات) practised by the ruling part of the people, of under developed provinces. We lost East Pakistan because the Bangalies were dissatisfied with the distribution of powers and resources. The people of Baluchistan and N.W.F.P have always complained against the inequal distribution of power. This has produced a sense of frustration (مایوسی) among them. The rule of equality (انصاف مساوات) and justice must be practised if democracy has to prosper in Pakistan.

The future of democracy in Pakistan is not very bright under the existing conditions. Democracy can only, flourish in Pakistan if the leaders of different political parties launch (شروع کرنا) a programme of mass education.

28. Kashmir Problem

OUTLINE:

1. Kashmir is a large area on the northern border of India. It has been the centre of dispute between India and Pakistan since 1947.
2. The Mararaja of Kashmir sold it to India for a small amount of money and announced his decision to make it a part of India.
3. In 1947, soon after the establishment of Pakistan, a war started between the Kashmir freedom fighters and India.
4. A freedom movement started in occupied Kashmir in 1988.
5. The Indian military soldiers wrote down a tale of cruelty and injustice in Kashmir.
6. **The Kashmir problem poses a great threat to the World peace.**
7. **The U.N.O decided to hold a plebscite in Kashmir. But India did not follow the resolution of U.N.O.**

Kashmir, is a large area on the northern border of India. It has been the centre of dispute between India and Pakistan since 1947. More than 7 million people live in Kashmir, but about a fourth of them belong to other religions, including Hinduism. Culturally, both the Hindus and the Muslims belong to the same group, with the same language and custom. The capitals of Kashmir are Srinagar in the summer and Jammu in the winter season.

Before the partition of the sub-continent, an absolute monarch (خودمختار بادشاہ) (a Hindu Raja) ruled over Kashmir. The Maharaja of Kashmir sold it to India for a small amount of money and announced his decision to make it a part of India. According to the **Two-nation Theory,** Kashmir was the part of Pakistan because most of its population consisted of Muslims. In 1947, soon after the establishment of Pakistan, a war started between the Kashmiri freedom fighters and India.

Pakistan fought on the side of the freedom fighters and forced India to go to UNO and apply for cease-fire (جنگ بندی). War raged until 1949, when the United Nations arranged a cease-fire and set up a truce line (امن کی لکیر، سرحد). The line left the North-western part of Kashmir under Pakistan control. Pakistan called it, Azad Kashmir. The rest of the area was occupied by India. It was decided by UNO that the future of Kashmir would be decided by a plebiscite (استصواب رائے). Since then, India did not abide by the agreement, executed by UNO between the two countries.

4. In 1957, a new constitution was adopted by India. It established Kashmir as a part of India. Pakistan objected to it strongly.

A freedom movement started in occupied Kashmir in 1988. The freedom fighters resisted the aggression (جارحیت) committed by the Indian military soldiers. The Indian military soldiers wrote down a tale of cruelty and injustice in Kashmir. They murdered innocent men, women and children of Kashmir. They disgraced and molested (بے حرمتی کی) young girls and committed untold atrocities (مظالم) and tortures (اذیتیں) on them.

In 1993, the freedom movement entered a new phase when the Indian soldiers attacked Hazrat Bull Shrine (Dargaah درگاہ) in Srinagar.

The freedom movement is still going on in Kashmir with full force and strength.

The Kashmir problem has the following dangers for the world peace.

1. The problem of Kashmir has become a flash point for the peace and security of the region. It may generate nuclear war between India and Pakistan. Since both, India and Pakistan, are atomic powers, it is likely that India in its frustration (مایوسی) and nervousness may take recourse to nuclear war. The nuclear war may spread in other parts of the world. There is a possibility that this war may drag other Muslim countries, like Afghanistan, Iran and Saudi Arabia, into it.
2. India and Pakistan are still on the road to progress in the economic, social and cultural fields. The people of both the countries are leading a life of misery and suffering. They live below human level. Both the countries are spending the major part of their budgets on the advancement of military aggression (جارحیت). This huge amount of money can be spent to root out poverty and misery from their countries.
3. The constant hostility (دشمنی) between the two countries gives a chance to the big powers to exploit the situation whenever they like. Both the countries have become a comfortable and profitable market for the sale of expensive weapons.

Both the countries are at the mercy of the big powers. The solution of Kashmir problem needs immediate attention of the UNO and big powers. If the world peace is not going to be risked, the world powers must intervene and solve the problem.

29. Terrorism

P.U. 2008 B.Sc P.U. 2006 B.A, Gujrat 2013, Sargodha 2013)

OUTLINE:

1. **Terrorism means the use of force or aggression (جارحیت) against a person, groups or governments.**
2. **In the modern age, terrorist groups have emerged which train people for destructive activities.**
3. **The main aim of terrorist is to cause disorder (انتشار) and anarchy in the country.**
4. **Terrorist acts are committed for various reasons. Economic and religious reasons are common.**
5. **In Pakistan certain terrorist groups work under the umbrella of foreign agencies like RAW, or MOSSAD.**

Terrorism means the use of force or aggression (جارحیت) against a person, groups or governments. The aim of such a destructive activity is to create fear and alarm (خوف) in the masses. Terrorism is not a modern activity. It has been going on in the world for a very long time. In the past, the societies were not organized. However in the old world, the robbers and dacoits (ڈاکو) waylaid people (لوگوں کو پکڑ لیتے) during their journey and robbed them of their belongings and deprived (محروم کر دیتے) the weak of their life. But now the terrorist activity has changed. It has become an organized activity.

In the modern age, terrorist groups have emerged which train people for the destructive activities. Now a days, the terrorist organizations are financially helped and aided by the secret services of different governments. The hostile neighbours train the terrorists and send them for the destructive activities. They create dread (خوف) and alarm in the people and try to destabilize (عدم استحکام) the government.

A regular terrorist organization usually works against the government. Its main object is to create disorder and anarchy (افراتفری) in the country. The forces of law and order are weakened. The government cannot pay proper attention to build the nation and look after the welfare of its people. Most of their attention is diverted to curb (ختم کرنا) the terrorists. Now a days, terrorists use modern destructive weapons to destroy the buildings, offices and public places like railway stations and airports. They plant bombs and cause a great loss of public property and life.

In the coming years the nuclear, biological and chemical weapons may be used by the terrorist organizations. In this age of advanced technology, poisonous gases, injections, destructive virus, which are now under the control of government, can find their way to the terrorist groups in near future. Several nations are believed to be developing computer viruses to disrupt (انتشار پیدا کرنا) military command and control system.

Terrorist acts are committed for **various reasons.** Some terrorist groups support a particular political philosophy. Other terrorist organizations fight against the governments to get liberation on the ethnic (لسانی) basis. Dictators use violence to frighten or eliminate (ختم کرنا) their opponents.

In Pakistan, the terrorist activities go on in a planned and organized manner. The reasons for their activities are quite obvious. The terrorists in Pakistan create violence, commit murder, plant bombs at public places, kidnap people for ransom (تاوان) due to the following reasons.

1. In Pakistan, certain groups kill one another on the basis of religious differences. They are financially backed and aided by foreign countries and anti-Pakistan secret services like RAW and MOSSAD.
2. The terrorist activities are committed in certain parts of Pakistan on the basis of linguistic or ethnic (لسانی) differences.
3. India has always tried to destabilize (عدم استحکام) the political and economic stability of Pakistan. Its secret service RAW works in co-ordination with the Israel secret service MOSSAD and disrupts the normal life of the country through its agents. They create anarchy (افراتفری) in the country by blasting bombs at different public places.

During the last many years, Pakistan has become a favourite place for the terrorists to execute their destructive activities. In the preceding year, the mosques, Imam Bargahs, the places of worship and religious centres have been the special targets of the terrorists. Innocent men, women and children were killed.

30. How to combat Terrorism

OUTLINE:

1. **Terrorism in Pakistan has assumed a very ugly and unmanageable shape. No public or private building is safe from their attack.**
2. **The main objective of the terrorists is to create panic and harassment in the public.**
3. **We can combat terrorism at three levels i. administrative, ideological and public level.**
4. **At the administrative, level we are already putting up great efforts to control terrorism.**
5. **We must fight it on ideological level also. We should curb religious extremism.**
6. **We can fight terrorism if we seek the support and help of people of the country.**

Terrorism in Pakistan has assumed a very ugly and unmanageble shape. The terrorist activities have scaled (بڑھ جانا) many times since their beginning. Now no place of Pakistan is safe from the destructive activities of the terrorists. The terrorist have changed their method and mode of attack. Now a group of terrorists, equipped with destructive material, strike and attack each place of security. The police centres, the FIA buildings, the airports and GHQ, etc are not secure now. They are attacked and bombarded at any time. The educational institutions, the seats of learning and knowledge have become favourite places of attack for the terrorists.

The main objective of the terrorists is to create panic (افراتفری) and **harassment** in the public. The suicide attacks by the terrorists kill innocent men, women and children. When a suicide bomber strikes a place or a person, scenes of ghastly (خوفناک) bloodshed are witnessed. The question arises how to tackle this issue. How can we fight or combat it.(دکھائی دیتے ہیں) The answer is not very simple.

We are fighting terrorism on **administrative** level only. This is good in itself but this is not sufficient. We are launching operations against the terrorists in various regions. We have rightly erected check posts. Strict security measures have been adopted by the police and law enforcing agencies. All the government and public buildings have been made security proof. The educational institutions are strictly watched and guarded. The banks, the restaurants, the railway stations and bus stops etc are put to great vigilance.(زبردست نگرانی) Many crackdown (چھاپے) against the suspects (مشکوک لوگ) have been launched. These measures are no doubt timely and have minimised (کم کرنا) the chances of terrorism but we have not been successful in tackling this issue. It shows that we are treating the symptoms (علامات) and not the disease.

We **cannot fight it successfully unless we combat it on the ideological** (نظریاتی) **level.** We must know that this wave of terrorism has come to our state after 9-11-2001. The America - **Afghan war** is the root cause of this war. Without going into details of history, we can say that America has shifted the focus of war to Pakistan. All the militants trained in Afghanistan have been infiltrated (داخل کر دیے گئے ہیں) into Pakistan. They have been trained and funded (پیسے دیے گئے ہیں) by America, India and Israel. There are evidences (شہادتیں) that Indian Agency RAW is directly involved in fuelling the fire of terrorism. America has its own nefarious (رسوا کن) designs in this game. It wants to seize and control our nuclear weapons. We cannot succeed in combating terrorism **unless we have a government with strong political will.** It must refuse to fight a battle which has been imported. It should try to fight against the American influence in the country and in this way it can win the sympathy of the public at large.

Secondly, we should adopt a uniform system of education. Our religious madressahs have become 'nurseries (درس گاہیں) for producing suicide bombers. Students coming out of these institutions are ill suited and ill trained to plug into the system. They are hardly exposed to the outside world. An offer of a million rupees for becoming a suicide bomber is an attractive proposition for a young man. He cannot expect to earn this much money the whole of his life. We should try to reorientate (بنیادی طور پر درست کرنا) our religious institutions.

The suicide bombers come from areas which are backward and poverty stricken (افلاس زدہ). Our religious institutions should be forced to impart modern, and worldly orientated education to the students. This will stop the birth of suicide bombers.

We can combat terrorism at the public level also. Terrorism has entered every section of society. It cannot be tided over without the active efforts and co-operation of the public.

31. The United Nations Organization
The U.N.O OR
Is the UNO a success

OUTLINE:

1. **The UNO is a world organization. Its first aim is to prevent war in the world. Its second main aim is to make people happy and prosperous (خوشحال).**
2. **The Security Council, a branch of UNO has utterly failed to settle disputes among different nations of the world.**
3. **The UNO tries to solve the problems of health, education, agriculture of member countries.**
4. **The General Assembly considers questions of war, peace and development and justice.**
5. **The UNO is not useful in some ways. It has failed to solve the problem of Palestine and Kashmir.**

The UNO is a world organization (تنظیم). Different nations of the world formed (بنایا) it in 1945, after the Second World War. The UNO has very high and noble (نہایت عمدہ) aims. Its **first main aim** is to prevent (روکا جائے) war in the world. Its **second main aim** is to make people happy and prosperous (خوشحال) all over the world (تمام دنیا میں). The UNO works for the whole world to bring peace and satisfaction(اطمینان) to it.

The UNO **prevents war in different ways. First of all,** when there is a serious dispute (سنگین تنازعہ) between two or more of its member countries, it tries to solve it (حل کرنے کی کوشش کرنا). The UNO arranges discussions about the dispute between the representatives (نمائندے) of the member countries. They may agree to solve their dispute. Or the officers of the **UNO discuss the causes of the dispute** with the rulers of the countries and try to settle their dispute (جھگڑے کا تصفیہ کروانے کی کوشش). When there is a dispute between two or more countries, the UNO tries to stop it quickly. It discusses the causes of the war with the representatives of the fighting countries and tries to remove them.

As a peace making body, the security council, a branch of UNO has utterly failed (بری طرح ناکام). It remained silent when Afghanistan was invaded by Russia and America. The role of the security council cannot be favoured by anyone when America attacked Iraq. The occupation of Iraq by the American army has not been condemned and cursed by the security council. No resolution against America has been passed by it. The security council has done nothing to stop killing of the Muslims in Kashmir, Afghanistan, Iraq, Palestine and other Muslim countries. We can say that UNO has failed to restore peace in any part of the Muslim world.

The UNO tries to solve the problems of health, education, agriculture etc of member countries. It provides medicines and advice to member countries for serious diseases. The UNO provides useful books, educational films etc to member countries. It helps in educating children and common people. It also provides medicines to remove diseases of plants and crops (فصلوں کی). It sends trained persons to different countries to advise them now to increase their food production. The UNO also helps those countries where great floods, earthquakes (زلزلے) storms etc bring destruction.

There are **two main parts** of UNO. One is the **General Assembly** and the other is the **Security Council.** The General Assembly considers questions of war, peace, development (ترقی) and justice. It tries to give help to poor countries to improve (بہتر بنانے کے لیے) the condition of their people. It increases cooperation (تعاون) among different countries.

The **Security Council** has fifteen members. Five of these are premanent (مستقل). Each of these permanent members has a right to reject any decision of the Security Council. Urgent matters (فوری معاملات) of war and politics are considered here.

There are special branches of the UNO like the **World Health Organization.** These branches help member countries in the fields of health, education, agriculture, trade etc.

The UNO gives much useful help in the economic (معاشی) scientific and educational fields to member countries. It has done much to bring different countries close to one another.

The UNO **is not vey useful in some ways.** Big powers like the USA and Russia can easily reject the decisions of the Security Council by using their "**Vetoes**" power of rejection. These powers control the discussion in the General Assembly to a great extent (بہت حد تک). The result of this is that justice is not done (انصاف نہیں ہوتا) to smaller powers or weaker countries. Decisions in their favour are often not taken or are rejected by the big powers. (بڑی طاقتیں)

The UNO has not been very successful in preventing (روکنے میں) war. This is so because it has not tried well to solve the disputes (تنازعے) between different countries. So there have been wars between India and Pakistan and between Arab countries and Israel.

32. NGO's (non-governmental organizations)

OUTLINE:

1. **"NGo's means non-governmental organizations which are devoted to the service of the poor and the downtrodden. (غریب لوگ)**
2. **They are supposed to work for the welfare of the people in the field of education, culture and health.**
3. **They also help people during the period of crisis, like floods, storms and earthquakes etc.**
4. **They are founded and supported financially by the Govt. and Western Countries.**
5. **Some NGO's work against the interest of the country and indulge in subversive activities.**

"NGOs" means non-governmental organizations which are devoted to the service of the poor and the downtrodden. (غریب لوگ) They are mainly concerned with the uplift of rural and village people. They are engaged in solving their problems in the field of health, education and social welfare. They are supposed to open schools and colleges to educate the illiterate (ناخواندہ). They provide the school going children free education. They give books and stationery free of cost. Sometimes, they also provide clothes to the deserving children.

The NGO's have rendered great service in the field of health. They have established health care centres and different backward villages. Women and children are properly treated. Women are properly looked after during pregnancy and childbirth. They are given free medicines and free food in these centres. The medical treatment is altogether free.

The NGO's also work for the social and economic welfare of poor people. During the period of crisis, like storm, earthquake, flood and fire, their staff and worker's rush to the place of disaster and help poor people with funds and food. They transport the victims (شکار) of disaster (تباہی) to some safe place. They help helpless people with full care and devotion. Owing to their dedication, (خلوص) they are loved and admired by everyone.

The NGOs are funded and supported financially by the Government and the Western countries. The donors keep an eye on the work of these NGOs. They make an audit of the money they provide to these organizations. The NGO's often operate within the frame work fashioned for them by the donors. However, some of the NGO's misuse the money and work against the interest of the country. They indulge in subversive (تخریبی) activities and work against the interest of Pakistan. The Government should keep an eye on the activities of such doubtful NGO's. During wartime, the nefarious (بدنام زمانہ) activities of such NGO's come to surface.

Let us have a partial look at the NGO growth. The Red cross (known as Hilal-Ahmer) was formed in 1863 to help war victims. The Idarh Kisan (IK) is a farmers' organization that is functioning in 109 villages of Kasur and Okara. It provides help and guidance in farming. The APWA (All Pakistan Women's Association) has been associated for the uplift of poor women. It has opened many vocational schools in different parts of the country.

The NGO's are no doubt doing a useful service to the people. However, it must be checked that they do not work against the interests of the country for their vested interest of getting money from foreign powers. Their accounts must be checked and audited.

33. National Unity

OUTLINE: (P.U. 2014)

1. **National unity is the basic and fundamental problem of Pakistan. National Unity is deeply related to the ideology of our country.**
2. **We need national unity because we are always threatened of war by India.**
3. **We can achieve national unity by following different things.**
4. **First of all, we should do justice and fair deal to the different people living in the four provinces of Pakistan.**
5. **Common language should be adopted to achieve national unity.**
6. **We must adhere (چمٹ جانا) to our ideology, If we want to remain united.**

National unity is deeply related to the ideology of country. We need national unity for many reasons. **First**, a nation must be united to make progress in different fields of life. **Secondly**, we should know that our country is passing through a critical phase (نازک صورتحال) of its history. It is always exposed to danger from such a sworn enemy as (جانی دشمن) India. India has already attacked our country twice. We are afraid of being attacked again. We need national unity in order to face the Indian attack.

Thirdly, at the same time we need national unity for making progress in the social political and economic fields. A united nation is always strong and stable (محکم). It has an image of great power. Before the partition of India, the Muslims were united on one platform under the leadership of Quaid-i-Azam. If the Muslim had not been united Pakistan would have been a dream.

We can achieve national unity by following different things. **First** of all justice should be done to every body in Pakistan. Pakistan consists of four provinces. Here the people speak different languages and wear different dress. If we deal out justice to people living in all provinces, we can keep them united. Justice means that we should deal fairly with them in the political, economic and social fields.

The people of each province should be dealt with justice, good will and love. This will lead them to national unity.

Common language should be adopted to achieve national unity. In our country people belonging to different races live. There are Punjabis, Pathans, Sindhies and Baluchies They speak their respective mother tongue. They should not be disturbed in speaking their mother tongue. They should be convinced to use one language for the official use. This language can be Urdu. Moreover people may be asked to wear one dress, at least in social functions and in official gatherings. This oneness of dress is a great thing. It can produce oneness among different groups of people.

There is also one more thing which is the first and foremost requisite of national unity. **It is our faithful adherence (مخلصانہ محبت)to our ideology that can unite our nation.** By following Islam, we can never be disunited. Islam gives us a lesson of unity, faith and discipline. It stresses (زور دینا) that all Muslims are brothers to one another. They enjoy equal rights. Islam does not have faith in social distinctions(سماجی امتیازات) among different groups of people. It does not believe in caste, colour and creed. Every body is equal in the eye of law. Islam does not believe in economic exploitation (معاشی استحصال) . It has faith in justice and can foster (پیدا کرنا) unity among different groups of people. We can say that Islam is the great binding and unifying force among different groups of people.

(D) Topics related to Islam and Islamic World

34. The Ideology of Pakistan OR
Islam, A complete code of life OR
The solution of all our ills lies in Islam

OUTLINES:

1. **Pakistan is a Muslim state. It came into being in the name of Islam.**
2. **Here the people are bound up by the ties of religion.**
3. **Islam does not believe in a theocratic state. It is against the concept of nationalism.**
4. **Islam is a complete code of life. Here we can find the solution of all our ills.**
5. **Islam is a religion of peace, justice and equality. It fosters (پیدا کرنا) brotherhood.**

Pakistan is an Islamic state. It came into being on 14th August, 1947. It is different from many other countries of the world in one respect. It is an ideological state(نظریاتی ریاست) whereas most of the countries of the world are not so. Other countries of the world keep their people united on the basis of language, colour and creed (ذات). But

Pakistan is the only country where people are bound up (بندھے ہوئے) by the ties of religion. For example, the people of Pakistan live in different provinces. They speak different languages. Their geographical (جغرافیائی) and climatic conditions are also different. They have descended (تعلق رکھتے ہیں) from different races. But Islam is the only **force that has brought them together and keep them fully united.** They have one common aim; **to live and work for the glory of Islam.**

This, however, does not mean that Pakistan is a theocratic (مذہبی) state in the narrow sense of the word. This is because Islam is completely different from other religions. It is not an ethical (اخلاقی) ideal or moral code, but a complete system of life. It regulates man's political, economic as well as spiritual life(روحانی زندگی). Dr. Iqbal has rightly said, **"Isalm is a social structure, regulated by a legal system and animated by a specific ethical ideal."** Islam is a religion of this world and the other world also. It pays equal importance to the welfare of body and soul.

Islam is against the concept (تصور) of nationalism. It does not allow the formation (تشکیل) of any social order based on narrow nationalistic interests. It aims at uniting the whole humanity. It intends to set up a universal social order free from all considerations of race and geographical limits (جغرافیائی حدود). Islam has a wonderful unifying force (متحد کرنے والی طاقت) in itself. It can bind together individuals and groups of various castes, colours, races and countries.

Islam is such an ideology (نظریہ) that is complete in itself. Its religious aspect is organically (باہمی۔ نامیاتی طور پر) related to its practical or social aspect. It is against the spirit of this religion to restrict itself(محدود کرنا) to mosques. In the economic life, Islam intends to create a society free from all types of exploitation(استحصال). It lays great stress(زور دینا)on the just distribution of wealth. It urges rich people to help the needy and the poor in time of need. In order to encourage just distribution of wealth, it has set up the system of **'Zakat'. Zakat** is an attempt to reduce poverty and finish the difference between the rich and the poor.

On the political side, the Quran says that full or absolute power (مکمل طاقت) belongs to God. So all governments or states become agents of the Supreme Ruler, God. As such, they have to obey the orders of God and frame their laws according to the Quran and Sunnah. Islam guides us about the duties of the government, criminal law, war and peace, taxation, business and the ownership of land. It lays great stress on the rights of neighbours. It guides us to be socially good mannered, soft and well behaved. **We can say with full confidence that Islam is a perfect religion and offers a solution of all our problems.**

35. Islamic Society

OUTLINE: P.U. 2003, 2009

1. **A person who recites the Kalima and believes in the finality of Prophethood of Muhammad becomes a member of Islamic society.**
2. **Islamic society is not limited to colour, caste (ذات پات) or creed.**
3. **The best manifestation (اظہار) of Islamic society comes to our eyes at the time of Hajj.**
4. **The first principle which is the cardinal point of Islamic society is brotherhood and fraternity (بھائی چارہ).**
5. **The second principle which regulates Islamic society is that of justice and equality.**
6. **The third principle which regulates Islamic society is the earning of livelihood by lawful means.**

Islam is a complete code of life. It gives us complete guidance in all fields of life. A person who recites the Kalima and believes in the finality of Prophethood (ختمِ نبوت) of Muhamamd (SAW) becomes a member of Islamic society. Islamic society has the following characterstics. (خصوصیات)

Islamic society **is above time and space.** It is not limited to colour, caste (ذات پات) or creed. It is not bound by geographical boundaries. (جغرافیائی سرحدیں) A person who embraces Islam becomes a member of Islamic brotherhood. He may live in any country of the world. He may speak any language. He may have any colour a creed. But as a Muslim, he enjoys all rights and privileges (استحقاق) of Islamic society.

The best manifestition (اظہار) of Islamic society comes to our eyes at the time of Hajj. Hajj represents all the characteristics of the Muslim society at its bloom. The Muslims from all over the world come to Makkah to perform Hajj. They belong to different countries. They have different complexions.(رنگت) They speak different languages. But they bow before God Almighty. All kneel before Allah without taking stock of their colour and creed.

The Holy Prophet's last address at the time of last Hajj in his life is ranked as the best charter of human society. In his address, he declared clearly that no Arab is superior to non-Arab. There does not lie superiority (برتری) in colour, caste and creed. All the Muslims are brothers. A slave should not be held inferior by his master. Both are equal in the eyes of God. The Holy Prophet (SAW) set a practical example of this, when he held Hazrat Bilal (a negro) very close to him. He trusted him and consigned to him to perform the duty of calling the people to prayer.

Islamic society is governed by certain principles. **The first principle** which is the cardinal (بنیادی) point of Islamic society is brotherhood and fraternity. (بھائی چارہ) The Muslims all over the world are linked together in their joys and sorrows. If a Muslim in any part of the world is in pain, the rest of the Muslims of the world are directed to feel his pain. They are just like different parts of the body. If one part of our body suffers pain, the rest of the body accepts its influence. The same is the case with the Muslim society.

Islamic society is regulated by laws of justice and fairness. The Muslims are urged to do justice to all members of society without taking into account their pelf, (طاقت) power and status. The Holy Prophet (SAW) and his companions have set many examples of of practical justice to the world.

The third principle which governs Islamic society is the earning of livelihood by lawful methods. Islam hates all types of exploitation (استحصال) in the social as well as in the economic field. **Interest** (سود) is forbidden (منع کیا گیا ہے) in Islam as it is based on exploitation. (استحصال) Islam being a religion of peace and security, condemns (مذمت کرنا) all types of cruelty, tyranny (ظلم) and oppression (ظلم).

36. The Islamic Festivals (Eid-ul- Azha)

P.U. 2005, P.U. 2007 B.Sc

OUTLINE:

1. **Festivals reflect the emotional (جذباتی) and the Intellectual side of national life.**
3. **Like other nations of the world, the Muslims have two festivals in a year. One is Eid-ul-Fitr and the other is Eid-ul-Ezha.**
3. **Eid Ezha is the festival that celebrates Hazrat Ibrahim's attempt to sacrifice his son, Hazrat Ismaeel, on the behest of Allah.**
4. **The object of this sacrifice is quite simple: to please God and to commemorate the sacrifice of Hazrat Ibrahim.**
5. **On this occasion a sheep, a goat a cow or a camel is sacrificed in the name of Allah and the meat is distributed among the poor and down trodden.**

Festivals occupy an important place in the life of every nation. They reflect the emotional as well as the intellectual side (ذہنی پہلو) of national life. They mark the cultural aspect of a nation. They tell us how a nation lives its life and what its moral and social laws are. They reflect upon the achievement and progress of a nation. The festivals (تہوار) indicate the way a nation celebrates its joys and pleasures.

Like other nations of the world, the Muslims have two festivals in a year. The Muslims celebrate them with great pomp and show (شان و شوکت). One is Eidul Fitr, which comes at the end of the holy month of Ramzan. It is a gift of God to the Muslims who observe the fasts of Ramzan with full devotion. The other religious festival is **Eid-ul-Azha** (قربانی کا تہوار). It is the festival that celebrates Hazrat Ibrahim's attempt to sacrific his son, Hazrat Ismaeel, on the behest of Allah. This act of sacrifice and obedience earned the pleasure of Allah so much, that He sent a sheep from heaven and saved Hazrat Ismaeel from slaughter at the hands of Hazrat Ibrahim. It has been enjoined (لازم قرار دیا) upon the Muslims to sacrifice a goat, a cow and a camel in the name of Allah.

The object of this sacrifice is quite simple; **to please God and to commemorate** (یاد منانا) the sacrifice of Hazrat Ibrahim. It is celebrated in the month of Zul-Hajjah. It makes the end of Hajj. The pilgrims in Makkah perform sacrifice on the **10th of Zul- Hajjah.** It is the last month of Islamic calender. The Muslims, who do not go to Makkah, sacrifice their animals at their own places. All over the world, the Muslims celebrate Eid-ul-Azha. On this occasion, a sheep, a goat, a cow or a camel is slaughtered (ذبح کیا جاتا) in the name of Allah. It is a reminder of Ibrahim's obedience to Allah.

The day of Eid-ul Eza starts with the recitation of Takbeer, in which the Muslims glorify the greatness of God and thank Him for His bounties (انعامات). All the Muslims go to Eid-ghahs (open places) or to mosques to say prayers. After saying their prayer, they pray for the safety and unity of the Muslim Ummah. After the prayers, the Muslim are ready for the sacrifice of their animals. The butchers are engaged to slaughter the animals. However a few devoted Muslims slaughter their animals themselves. The meat of the animals is distributed among the poor and the needy. It is also distributed among relatives. On the Eid day, men, women and children wear neat and new clothes. Many tasty and delicious (مزیدار) dishes of meet are cooked in every family. Some of the rich persons hold public gatherings and arrange BarbeCue feasts. The friends and relatives are served delicious roasted meat items. These functions are quite pleasurable. The Eid-ul- Azha continues for three days. The animals can be slaughtered for three days.

37. Eid-ul Fitr

OUTLINE:

1. Festivals have great importance in the life of every nation. There are two festivals for the Muslims in Islam. These festivals are two Eids, Eid-ul-Fitr and Eid-ul-Azha.
2. Eid-ul Fitr comes just after the end of the month of Ramzan. It is celebrated after sighting the moon.
3. The festival of Eid is celebrated by the Muslims quite zealously. جوش وخروش سے
4. The Muslims go to Eid Ghas to offer prayer and on this occasion they thank Allah for His bounties. They pray for the unity and solidarity of the country and the Muslim Ummah.
5. Dainty dishes are cooked in every family. Children wear new clothes and add to the beauty and colour of Eid.

Festivals have great importance in the life of every nation. They are occasions of great joy and merry making. (خوشی کے مواقع) They are often celebrated with great pomp and show. (شان و شوکت) All the men, women and children enjoy these festivals. The Muslims have two religious (مذہبی) festivals. All over the world, the Muslims celebrate them with great fervour (جوش و خروش) and sanctity.(تقدس) These festivals are two Eids, **Eid-ul-Fitr and Eid-ul-Azha.** Both are days of rejoicing (مسرت) and prayers.

Eid-ul-Fitr is a great religious festival (مذہبی تہوار) of the Muslims. It is celebrated by the Muslims all over the world. It comes just after the end of the month of Ramzan. This is an occasion (موقع) for great rejoicing and merry making. Ramzan is the month of fasting (روزے رکھنا) for the Muslims. Eid falls at the end of this month . It is celebrated after sighting the moon. After sighting the moon, people give the message of "Eid **Mubark"** to one another. Crackers are cracked . (پٹاخے چھوڑے جاتے ہیں) The children look very happy. They relish to wear new clothes on Eid.

The festival of Eid is celebrated by the Muslims quite zealously (جوش وخروش سے). Many days before the Eid, preparations to celebrate it start. The bazaars and markets are flooded (بھرجانا) with men, women and children on this occasion. The prices of various articles go up before Eid. The prices of toys, bangles (چوڑیاں) and perfumes (خوشبو) also increase. New clothes and shoes are on display everywhere.

On the day of Eid, children get up very early. They wear new dress. Old people put on clean clothes. Everybody rushes to the Eid Gah to say his prayers. After saying their prayers, they go home and enjoy the day with friends and relatives. New dishes are cooked in every house. They are exchanged (تبادلہ کرنا) with friends and relatives. Tonga walas make a lot of money because most of the people enjoy rides and go about visiting friends and relatives.

Cinemas put up special shows to entertain the film goers. Shops are decorated and command a large sale. Girls gather under big trees and enjoy swings. (جھولے) Greetings, parcels and gifts are exchanged.

A 'maila' is held at some open place for children. The pedlars sell toys, bangles (چوڑیاں) and other interesting articles. The children buy these things eagerly. (شوق سے) At night big dinners and parties are arranged.

38. The Future of Muslim Community OR The Backwardness of Muslim community

OUTLINE:

1. **The Muslims all over the world are backward in the advancement of science and technology.**
2. **After 9/11 incident, America attacked Afghanistan and Iraq. Millions of people were killed and wounded in these wars.**
3. **America wanted to crush the Muslim unity in both these countries. The uprising of Islamic movement in Afghanistan was an eyesore for it.**
4. **America and Europe are carrying this compaign in the name of terrorism.**
5. **The future of the Muslims is quite bright in the coming years.Their sacrifices will not go waste.**

The modern world presents the most disturbed situation in human history. We see that there is disorder (انتشار) and anarchy (افراتفری) going on in every part of the world. The Muslim countries are the worst sufferers (بے حد نقصان میں ہیں). They are made a victim (شکار) of barbarity (بربریت) and cruelty. The Muslims all over the world are backward in the advancement of science and technology. They lack modern weapons of war to defend themselves. The rulers of the Muslim countries play a second fiddle (ماتحتی میں کام کرنا) to the only super power America. America with its progress and advancement in sophisticated weapons (جدید اسلحہ) has overawed (مرعوب کر دیا) every Muslim country. The rulers of the Muslim countries being coward do not challenge the hagemony (برتری) of America.

After 9/11 incident, America attacked Afghanistan and Iraq. It attacked both the countries with the most modern weapons and caused endless destruction in both the countries. Millions of people were killed and wounded in these wars. Hospitals, colleges, shopping plazas, hotels and many precious buildings were dashed to the ground. Both the countries offered a picture of mass destruction.

The designs behind American attack were totally wicked (برے). First: it wanted to crush the Muslim unity in both these countries. The uprising of Islamic movement in Afghanistan was an eyesore(آنکھ کا پھوڑا) for it. **In Iraq, its object was to take control of the vast oil wealth of the country.**

The Muslims in Occupied Kashmir are also bleeding. They are being killed, wounded and arrested by the Indian army. Thousands have been rendered homeless. The freedom fighters are termed as terrorists. (دہشت گرد) In Palestine, the situation is very grave (تشویش). The Muslims of Palestine are killed and tortured daily by Israel. They are weaponless. They are no doubt putting up great resistance (مزاحمت) to the cruel Israeal army.

We see that everywhere the Muslims are killed, wounded and punished for being Muslims. America and the West are inwardly over awed (مرعوب ہونا) by the revival (احیا) of Islam in Europe and other western countries. Thousands of the Europeans and Western people are embaracing Islam every year. Western scholars and religious thinkers are highly afraid of it and they are carrying on an unholy compaign (مہم) against Islam and our beloved Holy Prophet.

America and the European countries are carrying this compaign in the name of terrorism (دہشت گردی) and extremism (انتہا پسندی). Every practising Muslim is dubbed (منسوب کیا جاتا ہے) as terrorist and fundamentalist. (بنیاد پرست) The conflict (کشیدگی تصادم) between the Muslims and the western countries is very deep. It is in fact a war of two civilizations (تہذیبیں) In this War, America has slaughtered numberless men, women and children. Thousands have been rendered homeless.

The freedom fighters of the Muslim countries are putting up a massive (بھاری) resistance (مزاحمت) against the Allied forces. They are brave, resolute and devoted to their mission. They are committed to expel the foreign forces from their countries. They have resorted to suicidal attacks. They are laying down their lives for the honour and dignity (وقار) of their countries. America and its Allied forces have realized their blunder (سخت غلطی) of invading (حملہ کرنا) these countries. They are now thinking of pulling out their forces from these countries.

The future of the Muslims is quite bright in the coming years. America and its Allied cannot make the people of these countries their slave. They are sure to leave their illegal occupation.(قبضہ) The sacrifices which the Muslims have made in this regard, will not go waste.

39. The Problems of Islamic World OR Common wealth of Muslim Countries OR Muslim Ummah OR Common Wealth of Muslim Countries

OUTLINE:

1. The Muslims have 56 countries in the world. But unfortunately they lag behind in science, industry and technology as compared with the Western countries.
2. All the Muslim countries are the victim of injustice and aggression (ظلم وتشدد) Pakistan is beset with Kashmir problem and the countries of the Middle East have to solve the Pakistani problem.
3. The Muslim countries cannot use their economic sources freely. The Muslim rulers live under the umbrella of America.
4. The Muslim face problems in the economic, social and cultural field because they are disunited.
5. **They can solve their problems if they are united.**

The Muslims form a large bulk (وسیع حجم آبادی) of human population. There are fifty six Muslim countries in the world but unfortunately, they are powerless and weak. They lag behind in science, industry and technology as compared with the Western countries. Some of them are rich in oil and mineral resources, but they have failed to utilize (استعمال) these sources to march on the road to progress. Pakistan is the only country which can boast of (فخر محسوس کرنا) human skill and progress in science and technology. It is the only Muslim country which can take pride in (فخر کرنا) its advancement in nuclear technology. But it lacks economic resources. Its economic condition is quite poor.

All the Muslim countries are the victim of injustice and aggression (ظلم وستم) at the hands of the Western countries. Pakistan is beset with Kashmir problem. The Kashmiries are fighting a battle of freedom against Indian terrorism. (ہندوستانی دہشت گردی) Iraq is the victim of American aggression. Afghanistan too is crying with wounds of war under the aggression (جارحیت) of Allied forces (اتحادی قوتوں). The Muslims of India have been suffering cruelty and injustice at the hands of India and America for the last fifty years.

The Muslims of other countries are leading a cowardly (بزدلانہ) and timid (بزدلی) life. They do not have freedom of speech or ideas. They cannot utilize (فائدہ اٹھانا) their economic resources according to their own will or freedom. Powerful Western countries have usurped (لوٹنا) their oil resources. The Muslim countries are destined to suffer as long as they are isolated (علیحدہ ہونا) and disunited. The rulers of all Muslim countries live under the umbrella (چھتری) of the only super power America. Afghanistan is a case in point.

According to the teaching of Holy Quran, the Muslims have been given the role to rule the world. They must not compromise (سمجھوتہ کرنا) with the forces of evil, injustice and cruelty. They must fight aggression (ظلم و ستم). They are called by the Holy Prophet as one body. (جسد واحد) If a Muslim in one part of the world suffers injustice and cruelty, the Muslims of all the world are ordered to fight this cruelty. But unfortunately, this is not happening. The reasons are quite obvious.

1. The Muslims all over the world are divided into many sects (فرقے) on the basis of their respective schools of thought (مکتبہ فکر) . They adhere to (چپکے ہوئے) their sects quite faithfully.
2. The rulers of all the Muslim countries are weak and powerless. They have focussed their eyes (نظریں لگی ہوئی ہیں) on the temporary material benefits. They try to please America instead of their own people.

The Muslims can rule the world if they become one Ummah. They must form unity. Only unity can bring them to that glory which the world of Islam once enjoyed. Another world bloc (of Muslim countries) which may be as powerful as the capitalists (سرمایہ دارانہ) or communist bloc must be formed.

The following steps should be taken to foster (پیدا کرنا) unity among the Muslim countries.

First of all, the Muslims should be united in the religious field. The belief in God and Quran is the true basis of their unity. They should rise above sectarian views (فرقہ وارانہ نظریات).

Second:

The Muslim countries should make efforts for their joint defence. They must form a common and united fighting army, consisting of Mujaheeden. Such a God fearing and devoted army should fight aggression (تشدد) if it is inflicted on any country of the world.

Third:

The Muslim countries should pay special attention to produce scientists and technologists. They must produce new weapons of war.

40. Religious Extremism

OUTLINE:

1. Pakistan is a religious country. It came into being in the name of Islam. But unfortunately, the unity of the Muslims lies in pieces.
2. Religious extremism means that one religious group considers its thinking correct and truthful. This leads to hostility against other groups.
3. Religious extremism is produced by our emotional and non scientific thinking.
4. Lack of modern knowledge breeds religious extremism.
5. It has generated many evils. It produces distrust and fear.
6. It breeds hostility and tension among different groups. This atmosphere of strife halts the economic progress.

Religious extremism (مذہبی انتہا پسندی) is very common and popular in Pakistan. Pakistan is a religious country. It came into being in the name of Islam. But unfortunately, its religious ulemas and thinkers divided the country into many sects. The people of one sect (فرقہ) hate strongly the people of other sect. Religious extremism means **that one religious group considers its thinking correct and truthful.** He thinks that views held by it are final and conclusive (حتمی). The religious views of the other groups are incorrect. He hates the other group and feels uncomfortable with it. This leads to hostility (دشمنی) against the other group. In this way, every person adheres (چپکا رہتا ہے) to his point of view and considers the other person wrong. Religious extremism is produced in the people by the following factors.

1. The observers and thinkers consider that religious extremism is produced by our **emotional (جذباتی) and non-scientific thinking.** They claim that we become too much subjective (ذاتی) and too much involved in our own thinking. Our thinking attains personal colour.
2. **Lack of modern knowledge** breeds religious extremism. A large number of our people are uneducated. They are blind to the modern trends of knowledge in all fields of life. This thing generates a clash between ignorance (جہالت) and knowledge. The religious scholars, ulemas, and thinkers stick to their point of view. They try to force their views on the others by force. This produces an atmosphere of fear, suspicion (شک) and mistrust.
3. Religious extremism takes place in those minds which are simple and credulous (ضعیف الاعتقاد). They take every belief for granted (تسلیم کرنا) and do not analyse it.

Religious extremism has generated many evils. It has produced tyranny (ظلم) and violence (تشدد). It has urged the religious extremists to resort to use force against those who doe not agree to their views. This thing has built a strife (کشمکش) between 'Shias and Sunnies.' These two religious groups killed many people of the rival group. They killed innocent people which included thinkers, scholars, doctors, teachers and other civilized members of society. Such a type of religious extremism is very harmful to society and country.

Religious extremism produces the following evils.

1. It builds an atmosphere of distrust (بے اعتباری) and fear. People begin to hate one another and suspect each other's intention. (نیت/ارادہ)
2. Religious extremism leads to the formation of religious groups and organizations. These groups organize them selves into armed groups and use force to intimidate (خوفزدہ) and horrify the rival groups. In Pakistan such groups exist and they kill one another mercilessly.(بے رحمی) The use of force leads to enmity and bitter hostility. (سخت دشمنی)
3. An atmosphere of strife, (کشمکش) tension and horror halts the economic progress of the country. Thr foreign investors stop investing their money in big projects. We can overcome religious extremism by taking the following steps.

i. Modern education should be given to the students who study in Madrassas'.
ii. Religious extremism comes into action for lack of tolerance. The people should be taught to show tolerance to each other. The teachings. of Islam should be propogated through electronic media about human dignity, equality and justice. Islam is a religion of peace and justice. A compaign (مہم) should be started on electronic media which should teach people the real principals of Islam.

(E) Topics related to Society and Mass Media

41. Travelling----- as a part of education

OUTLINE:

1. **Travelling has always been considered a part of education by all thinkers and writers of the world. We can get education and knowledge by two ways, study of books and means of travelling.**
2. **Knowledge gained from travelling is first hand.**
3. **Travelling enriches our knowledge of history.**
4. **A traveller becomes a great historian, politician and economic scholar at the same time.**
5. **Travelling leaves a healthy influence on man's character.**
6. **It creates love in us for beautiful things.**

Travelling has always been considered a part of education by all thinkers and writers of the world. We can get education and knowledge by two ways, study of books and by **means of travelling.**

Knowledge gained from books is theoretical (نظریاتی) and imperfect. It is second hand knowledge. We can get first hand knowledge from our meeting with men and women. The knowledge which we get from our acquaintance (واقفیت) with things and men can be called fresh and first hand. It has been rightly said by Shakespeare "Home

keeping youth have homely wits. (گھر رہنے والوں جوانوں کی عقل بھی کم ہوتی ہے) It is our mixing with men and women which bestows (عطا کرنا) on us real knowledge. It is only through travelling that we learn more about the living habits, morals and customs of people than by reading books.

All the great scholars and writers have considered travelling a part of education. Almost all the great scholars of England from Chaucer to Russell travelled abroad to complete their education. Ibne-Khaldoon, Ibn-e Batuta, Sheikh Saadi and other great writers and historians of the East were all given to foreign travel. It shows that they too were convinced about the utility of travelling.

Travelling **enriches (مالا مال کرنا) our knowledge of history.** A visit to Taxila, Harappa and Mohenjordaro can reveal to us so many points of their civilization, on which our books are silent. If we go to Egypt, we can learn many things about Pharaoh (فرعون) and pyramids. (اہرام مصر) Travelling to India may also enrich us with the beauties of architecture which the Moghul emperors employed during their rule. One may be impressed by the beauty of Jamia Masjid Dehli and the Lal Qila. We can go to Europe and see paintings in the churches of Rome and Florence. Travelling can also increase our knowledge of geography.

A traveller becomes a **great historian, politician and economic scholar at the same time.** When a person travels to another country, he gets an opportunity to study the social, political and economic problems of that country. He also studies its traditions,(روایات) culture and living style of its people. He makes a comparative study of that country with his country in each field of life. In this way, he comes to know which thing is better for the people of his country. A comparative study fills him with good and bad points of both the countries.

Travelling leaves a healthy **influence on a man's character.** It trains his character and polishes his habits. It gives a new colour to his manners. Travelling broadens his vision (نگاہ، بصیرت) and enlarges his sympathies (احساسات، ہمدردیاں). He shakes off his narrow mindedness. (تنگ نظری) He becomes a member of international community. He becomes liberal and develops a sort of tolerance (رواداری) in him. He comes to know his short comings and weaknesses, when he compares his manners with others. He accepts his shortcomings (کمزوریاں) with patience (صبر).

Travelling also produces in us love for beautiful things. It matures (پختہ کرنا) and develops our aesthetic (جمالیاتی) sense. Our artistic feelings are awakened to see beautiful lands, lovely valleys and mighty oceans (طاقتور سمندر). The appreciation of beautiful things brings us close to God. We are overawed (مرعوب ہونا) by the beauty and mystery of God's universe. We can say that travelling is a useful and healthy activity of man's life.

42. The Role of Media

P.U 2008 B.Sc, P.U. 2009.B.A, P.U. 2012

OUTLINE:

1. **The mass media mean the sources of information and entertainment which are available to the public or masses of a country. They are divided into two kinds, print media and electronic media.**
2. **The mass media control our mind.**
3. **They are a great source of building public opinion.**
4. **They educate the masses from the art of cooking to the philosophy of casting a vote.**
5. **Internet is the latest addition to the mass media.**

نوٹ: **Media** کو جمع اور واحد دونوں طرح استعمال کیا جاتا ہے۔ **Media** کا واحد **Medium** ہوتا ہے۔

The mass media mean the sources of information and entertainment which are available to the public or masses (عوام) of a country. These media play an important role in building public opinion in a democratic country. They are divided into two kinds; **print media** and **electronic media.**

Print media include newspapers, books and magazines, **electronic media;** consist of radio, television and internet. Media are a great source of information and entertainment (تفریح) to all type of people. Nobody can deny their influence. Everybody looks to them to get information about their country, nation, religion and culture. They exercise a great influence on the workers, teachers, doctors, businessmen and all type of professionals. If media are stopped from yielding information to the public, the entire world would plunge (ڈوب جانا) into darkness and ignorance (جہالت). They build our knowledge and strengthen our opinion about different things.

The mass media control our mind. We believe whatever they propogate. (تبلیغ کرنا). We come to know about life of our villages, cities and towns through mass media. We come across the rise and fall in business, agriculture and industry through mass media. Let a minor incident happen in any part of the world, we come to know each detail of it through mass media. Mass media make a record of everything which takes place in the world. They do not hide anything from the public eye.

The electronic media have governed and dominated (قابو پانا) the mind of the public in a very forceful manner. The radio and television bring to everyone the pleasures of music, songs, dances, dramas and films. They make us aware of the religious and cultural life of every country of the world. Even a lay man knows many things about the latest discoveries and inventions taking place in the world. It is because of electronic media that people were able to watch the murder of J.F. Kennedy and attack on Regon. They were also able to watch live coverage of the funeral (جنازہ) of Diana.

attack on World Trade Centre and bomb blast at different places. The mass media tell us about hurricanes, earthquakes and river floods in a graphic (تفصیل) manner.

The mass media **are a great source of building public opinion.** They build our knowledge and educate our sentiments. (جذبات) We form our own opinion about politics, religion, business under the influence of mass media. Even the man on the street has his opinion about the performance of the rulers.

The mass media educate a domestic woman about cooking, medicine and elementary (بنیادی) nursing of children. The children have informative (معلوماتی) and entertaining programme of their mental standard. They can build their knowledge about different branches of knowledge at a very early stage.

The **Internet** is the latest addition to the mass media. Through it, we are connected with the computer network of the world. Through it, we are connected with the activities of the world within no time. We are connected with the universities, offices, firms, business concerns and other nerve centres of life with in no time. We can pay our bills, fees of admission and adjust our bank accounts through internet.

Note: **Media is used as a singular as well as plural. Medium is the singular of media.**

43. The Importance of Social Media OR How Good is Social Media

(Gujrat 2015)

OUTLINE:

نوٹ: Media کے ساتھ فعل واحد اور جمع دونوں لگا سکتے ہیں۔ Media سے پہلے The ضرور لگایا جاتا ہے۔
The media is - The media are (دونوں درست ہیں)۔
Inernet کو بھی ہمیشہ The internet لکھتے ہیں۔

1. **The social media has become a very powerful device of the internet.**
2. **It is controlled and governed by the internet.**
3. **It works and functions through websites. A few are mentioned below.**
   (a) Face book (b) Twitter (c) Google (d) Linked In (e) Hi5.
4. **The social media strengthens our ties with various people in each corner of the world.**
5. **It promotes moral and charitable values of life. It shapes public opinion against any act of injustice and violence. (تشدد)**
6. **Its excessive use is harmful. It has the following harms.**
   (a) Wastage of time.
   (b) Provokes hatred, (نفرت) anger and ill will against a reputed public leader.
   (c) It opens a world of love and sex to young men and women.

The social media has become a very powerful vehicle to connect people with one another through out the world. This form of media has influenced (متاثر کرنا) the life of every educated man and woman. The young boys and girls of colleges and universities are very fond of it. They are addicted to it (انہیں اس کی لت پڑ گئی ہے). Day and night, they text messages or go on chatting with their friends, cousins and relatives. It costs nothing but delivers a lot. Let us see how it functions and works and connects us with our dearer ones with in a twinkling of an eye (آنکھ کے جھپکنے) or flash of a moment.

The social media is governed and controlled by the internet. The internet connects us with different fields of life in the various parts of the world. It has become the most powerful and most rapid (تیز) means of communication. (ذرائع ابلاغ) The social media is one of the branches of the internet. It works through its various websites. **A website is a place on the internet where you can find information about something, especially a particular organization.** There is a social network of websites. These websites promote our social relations with our dear ones. They are as follows:

1. Facebook: Face book is an on line social networking service. Some American university gives a book to its students at the time of admission. The purpose is to make them know each other. The name of the book is **facebook.** The website has been named after it.

Users have to register themselves before they use the site. After which they may create a personal profile (ذاتی خاکہ، اپنی ذات کے بارے میں معلومات) and other users as friends. Now they can exchange messages and receive automatic notifications when they update their profile.

2. Twitter: Twitter is an on line social networking that, enables users to send and read'tweets' which are text messages to 140 characters. Registered users can read and post 'tweets' but unregistered users can only read them. Users access Twitter through SMS.

3.Google + (Written as Google Plus): It is a social networking, and identity service owned and operated by Google Inc. It is the second- largest social net working site in the world. It even surpassed Twitter in Jan 2013.

In Google + people chat, share ideas, post photos and videos. They stay in touch and share personal news, play games, plan meetings, send birthday and holiday wishes, do homework and business together. They find and contact long lost friends and relatives, review books, and recommend restaurants. They also support (حمایت کرنا) charitable causes. (خیراتی مقاصد)

4. **Linked In:** It is a social networking website for people in professional occupations. The registered users maintain a list of contact details of people with whom they have some level of relationship. This process is called **connections.**

Hi 5: It is a social networking site based in San Francisco, California. It is basically used for the promotion of gaming and entertainment.

The social media strengthens our social and cultural ties with various kinds of people in each corner of the world. It is through social contacts that we get opportunities of job, business, education and entertainment. It builds and strengthens public opinion in favour of a burning issue of the world. It fights against violence, (تشدد) injustice and illiteracy. (جہالت) Within a fraction of a moment, the world comes to know about an act of cruelty committed in any part of the world. The text messages and SMS form and shape the public opinion against any act of violence. The rulers, the political leaders, judges influential (بااثر) people of society are influenced by the text messages and begin to think alike with the people. Being a social network, it has also eliminated (ختم کر دیا گیا ہے) the need of reading books. We learn and get information about different educational issues from our friends.

Social media is a good servant but a bad master. We can use it with profit, if we use it to promote good values of life. However, it is also misused.

Its excessive use is (کثرت سے استعمال) harmful. **First,** it is the wastage of time and money. The students do not attend to their books and leave their studies. They have developed a passion (جذبہ) to entertain themselves with its programmes based on love and sex.

Secondly: Social media sometimes promote one sided and prejudiced (متعصب) views on some issue. It may provoke anger, hatred (نفرت) and feelings of enmity against a well established leader with in no time. It may spark anger of the people on an important political or cultural issue.

Thirdly: Its entertainment programmes my move round the theme of love and sex. Such programmes exercise a bad influence on the morals and manners of young students. They become indecent (غیر شائستہ) and vulgar (فحش) in the activities of daily life.

Fourthly: Chatting between a young boy and girl may lead to unhealthy and illicit relations. (ناجائز تعلقات) A cunning and clever young man may lure (ورغلانا) a young girl to marriage which may prove false later on. We can say that the social madia must be used with great caution. (احتیاط)

44. Traffic Problems in a Big City

OUTLINE:

1. **Big cities suffer from many problems. The first problem which we come across in a big city is uncontrolled growth of population.**
2. **The population explosion is responsible for traffic problems in a big city.**
3. **The roads of the cities are narrow and uneven.**
4. **The traffic is put under heavy control when a V.I.P or President comes to the city.**
5. **The slow vehicles marching ahead of motor cars sometimes put the resistance in the smooth flow of traffic.**

Life in a big city now-a-days has become very difficult and complicated (پیچیدہ). A big city offers us many social, economic and political problems which make our life very hard and tough. **The first problem** which we come across in a big city is uncontrolled **growth of population.** This has generated (پیدا کرنا) the traffic problem. The traffic problem in a big city has gone beyond proportion. (تناسب سے بڑھ گیا) The traffic jams in a big city are a daily occurence. (واقعات)

Traffic jams make the march of life slow and unsteady. (غیر مستحکم) Men and women going to their place of work are at once halted. They do not reach their office in time. The children are delayed (تاخیر کرنا) to reach the school. The patients do not get medical aid in time. They have to stop on the way. Sometimes, the traffic is jammed for hours together. The small babies in the laps (گود) of their mother cry for milk, but they do not get it.

The traffic jams also leave psychological (نفسیاتی) effect on our mind. The passengers delayed due to traffic jams feel frustrated (پریشان) and angry. They blow out their horns out of frustation. (مایوسی) The sense of loss continuously hangs heavy on their head. The delayed performance of work or duty may bring to them untold misery or loss.

Traffic jams in the modern age reflect an ugly mark (بدنما داغ) on the beautiful face of the city. They are the negation of progress. In this age of science and technology, such jams cannot be favoured by anybody. They are a denial to the cultural growth of a city.

Let us find out the reasons for the creation of traffic jams in a big city.

The first reason for the creation of traffic jams is the **unchecked growth of population.** The population in a big city is increasing very rapidly (تیزی سے). People from the village come to settle in the cities. Our villages do not offer them the facilities (آسانیاں) and comforts of daily life. They come to the big cities in search of jobs and modern facilities of life. This thing has increased the bulk (حجم) of traffic on the roads.

Secondly, the roads of the cities are narrow and uneven. They are not in a good position. They cannot withstand the pressure (دباؤ) of traffic. As a result of the traffic jams, the flow of traffic is halted.

Thirdly, The traffic is controlled and put under heavy control when a **V.I.P or President or Prime Minister** comes to the city. The road is fully banned for the flow of traffic from where the V.I.P has to pass. Another route is re-directed for traffic. The heavy flow of traffic creates jams.

Fourthly: The slow vehicles marching ahead of the motorcars sometime put up resistance(مزاحمت پیدا کرنا) in the smooth flow of traffic.

Measures to control traffic:

We can control the traffic jams by adopting the following measures.

1. The rapid increase of population should be stopped by taking different steps. The villages should be urbanized. (شہری سہولتیں مہیا کرنا) The migration (ہجرت، آمد) of the villagers to the cities should be discouraged.
2. The traffic police must be made alert (چوکس) and vigilant. (چوکس)
3. The roads should be widened and (وسیع کرنا) put in a good shape.
4. Some roads should not be reserved for the **V.I.P's**. They should visit the big cities as an ordinary citizen.

45. Social Evils in Pakistan

OUTLINE:

1. **Social evils are present in every country. Even the developed countries like America and Britan suffer from them.**
2. **The unfair and imbalanced distribution of wealth is at the root of every soical evil.**
3. **The people of Pakistan have great love for collecting wealth. Their excessive fondness for collecting wealth has given brith to many social evils.**
4. **Social evils generate an atmosphere of disorder anarchy and injustice.**
5. **Bribery and corruption have become a routine matter in every field of life.**
6. **Hoarding, black marketing , child lifting , smuggling, horse racing and drinking are some of the social evils that are found in Pakistan.**

Social evils are present in every country. Even the developed countries like America and Britain suffer from them. In Pakistan social evils have developed into an institution. (ادارہ) Social evils surround us like diseased trees. There are many causes for the growth and spread of social evils.

First: The unfair and imbalanced (غیر منصفانہ) distribution of wealth is at the root of every social evil.

Second: The people of Pakistan are greedy and ambitious of collecting wealth by fair and foul means. They have become selfish. They have bidden good bye to the life of simplicity and contentment. (قناعت) Their excessive fondness for collecting worldly gains has given birth to many social evils.

Social evils eat the very root of every civilized society. They cause great loss to the peace and happiness of people. They generate an atmosphere of disorder (انتشار) , anarchy. (افراتفری) and injustice. The forces of injustice and evil have a sway. (غلبہ) A society surrounded by evils remains backward for ever. Its growth becomes stunted. (ختم ہوجانا) It ceases (بند ہونا) to have the spark of creativity (تخلیقی عمل) and growth. Such a society becomes a curse for mankind.

There are many social evils which have eaten the very roots of our society. They are listed below.

First: **Bribery (رشوت) and corruption** have become a routine matter in every office, department and field of life. Favouritism (سفارش) and nepotism (اقربا پروری) exist everywhere. This has defeated the very concept of justice in Pakistan. It has blackened the face of merit in every walk of life. It has put a stop to true progress, equality (مساوات) and development.

Secondly: Hoarding (ذخیرہ اندوزی) and black- marketing are the twin evils that cause abnormal inflation. (ابنارمل مہنگائی) The black marketeers are the enemy of people. They are traitors.(غدار) They cause the shortage of foodstuff and are responsible for the increase of prices of different commodities. (اشیاء صرف)

Thirdly:

Smuggling is an other social evil which is **very harmful to society**. The smugglers cause great harm to the economy of country. Foreign goods are smuggled into the country on a large scale. Consequently (اس کے نتیجے میں) the local industry, business or agriculture suffer.

Fourthly:

Adulteration (ملاوٹ) is another social evil which is very harmful to society. The adulterators mix cheap and harmful things in food items like milk, honey, spices, pulses, (دالیں) wheat etc. They play with the health of the people. They adulterate mobil oil and petrol and in this way cause serious damage to the vehicles. They are a curse (لعنت) to society.

Fifthly:

Lavish expenditure (زیادہ خرچ) on ceremonies like marriages and funerals have become the order of the day. Rich people make a show of their wealth on the marriage of their children.

We can eleminate these social evils by two ways, by the enforcement of law and by educating the people against the harms through electronic media.

46. Life in a Village

P.U. 2011, P.U. 2012

OUTLINE:

1. A typical Pakistani village is situated away from the noise of a city. It shows very little signs of progress and development.
2. A Pakistani village captures our mind with its natural and simple beauty.
3. The farmers are simple and uneducated people. But they are honest and truthful in their thinking and actions.
4. Life in a village is very peaceful. The villagers enjoy a pure and unpolluted life.

A typical Pakistani village is situated away from the noise of a city. It shows very little signs of progress and development. It is a peaceful (پُرامن) and silent place. It offers a simple picture of life. Nature with its simple but impressive (متاثر کن) beauty attends every village of Pakistan. There are green trees, vast meadows (وسیع چراگاہیں) and flowery bushes in every village. The sight of dawn (صبح سویرے کا وقت) looks very beautiful. The beauty of the rising sun in every village is matchless. (لاثانی سبقت)

A Pakistani village consists of unpaved (کچے) paths and streets. It has mud houses (مٹی کے مکان). However, a few houses are made of bricks. Heaps of dirt lie here and there. Stagnant (گندا) water surrounds every village. It becomes a breeding spot (پالنے والی جگہ) for flies, mosquitoes and other insects. A Pakistani village offers an ugly picture of sanitation. (بدصورت صفائی کی تصویر)

Most of the people in a village are uneducated. They are men of simple habits and limited needs. (محدود ضرورتیں) They have fellow feeling and sympathy for one another. They are religious minded. (مذہبی ذہن) They celebrate the religious festivals (مذہبی تہوار) with great zeal. (جوش و خروش) They are peace loving citizens. They are content with their little joys and sorrows. They do not have **facilities** (آسانیاں) of city life but they do not crave for (شدید خواہش) them.

Their main occupation (پیشہ) is **agriculture.** Early in the morning, they take out their ploughs (ہل) and pair of oxen and go to the fields to cultivate (کاشت کرنا) the land. Most of them work on the fields of big farmers and other well to do people. (خوشحال لوگ) All the families find some kind of work or the other. Even children are of great use. They add a little to the income of the family. Women do house hold work like cooking, washing and grinding of corn. (اناج پیسنا) The villagers are very hardworking people. They lead a life of struggle (جدوجہد) and poverty.

Life in a village is very peaceful. The green fields, the blossoming flowers (کھلتے ہوئے پھول) fragrant air (معطر ہوا) and the shining sun all leave a healthy influence on the health of the villagers. They feel happy in the company of singing birds and murmuring (گاتے

(ہ water. They eat pure and wholesome food. In the city, pure food is difficult to get. Moreover, in a village, there is no smoke of chimneys, factories and mills. The air is fresh and pure. However, village life is not without **its drawbacks.**

The villagers are **uneducated, superstitious** (توہم پرست) ignorant and backward. They do not keep pace with (ساتھ چلنا) the changing trends of life. We should try to make our villagers happy and prosperous (خوشحال). A country which does not look after the interest of his farmers cannot make progress. The economy of Pakistan depends on agriculture. Most of its population lives in villages. We cannot make progress unless we uplift (خوشی عطا کرنا، خوشحال کرنا) of our farmers.

47. Life in a Big City

OUTLINE: P.U. 2009 B.A

1. **A big city is the product of modern civilization. Life in a big city is very quick, fast and restless.**
2. **It offers many facilities and comforts to its inhabitants.**
3. **A city offers numberless opportunities of jobs and employments.**
4. **Great thinkers, poet, scientists live in big cities.**
5. **A big city offers to its inhabitants big shopping, schools and hospitals.**
6. **A big city is not without its shortcomings.**

A big city is the product of modern civilization. It represents (نمائندگی کرتا) modern civilization with all its charms (حسن) and vices (برائیاں). Life in a big city is very quick (تیز) fast and restless. (بے چینی) The tempo of life (زندگی کی رفتار) is very high. The people are always in a hurry. There is noise and uproar (شور) everywhere. The bazaars and markets bustle with activity. (رونق سے بھرپور) The city streets are crowded with people. There are big shops, stores and super markets in a big city. They are always full of customers. People buy and sell things here.

A city offers many facilities (آسانیاں) and comforts to its inhabitants. (باشندے) The **most important** aspect of **city** life is that it has numberless transportation and communication (مواصلات) facilities (سہولتیں) for the citizens. People can move from one place to another without any let or hindrance (بغیر کسی رکاوٹ). They enjoy the facility of telephone, telex and newspapers which keep them well informed about the daily happenings. (روزمرہ کے واقعات) of the world. A city has big trade centres from where people can get all things of their need and comfort.

A big city offers **numberless opportunities of jobs and employment.** There are big hospitals and clinics which are equipped with the latest medical facilities. If a person falls ill, he is admitted to the hospital at once. The education facilities (تعلیمی آسانیاں) in a big city are too many. There are arrangements for the education of the boys and girls in the city schools and colleges.

On the social side, there are theatres, cinemas and entertainments of all kinds. Even the poorest man can enjoy and entertain himself in a big city. The city people are well aware of the latest trends (جدید رجحانات) of fashion in clothes, furniture and other household amenities of life (زندگی کی سہولتیں).

All types of people live in a big city. Here poets, scholars, men of letters and literary people live. They keep up (قائم رکھتے ہیں) the cultural tone of the city. They impart education to the ordinary citizen by their speeches and published work.

Life in a big city is not without its shortcomings. (نقائص) The population of a big city goes on increasing unchecked. It creates many problems. The housing problem confronts every citizen. Every big city has its slums. (کچی آبادیاں) Many storied buildings (کئی منزلہ عمارتیں) deprive (محروم کرنا) its residents of fresh and healthy atmosphere. Traffic problem has become a great nuisance (دردسر) for everyone in the city. Road accidents are daily happenings in every big city. The atmosphere of a big city is polluted. (آلودہ) Mills and factories emit (چھوڑنا) smoke day and night and pollute the air. The prices of things of daily use are very high. Pure food is not easily available (میسر) due to high cost of living. Everybody has to work very hard day and night. Hardwork tells upon (برا اثر ڈالنا) the health of city people.

The people in a big city lead a restless and worried life. There is a kind of strangeness in big cities. People do not know their neighbours fully well. Inspite of (باوجود کے) all its shortcomings, people still like to live in cities. The city has to offer them more charms.

48. Pollution

Gujrat 2013

OUTLINE:

1. **The word "Pollution" means the destruction of the purity of atmosphere.**
2. **There are many factors which corrupt and pollute the atmosphere.**
3. **First is the uncontrolled growth of technology and vast idustrial production. Second, the discharge of the gases and poisonous smoke. Third, every increasing pollution of the world has also contributed to the uncleanliness of the atmosphere. Fourth, the buses , cars , rickshaw emit smoking.**
4. **Pollution is a serious danger to the health of man.**
5. **Govt. should take effective steps to improve the quality of atmosphere.**

The word "**pollution**" means the destruction of the purity(پاکیزگی) of atmosphere. The pollution of atmosphere is not a new problem. **In the past,** this problem did not pose a threat(دھمکی اختیار کرنا) to the health of the people. But under modern conditions of life, this problem has assumed an alarming (خطرناک) proportion.(تناسب) Every country of the world is faced with this problem. Even America, Britain and Japan are worried about pollution. They are making serious efforts to overcome it. It has posed a serious threat (خطرناک دھمکی) to the life of living species(حیاتی اجسام). Our rivers, seas, land and air have become polluted. The animal and other living species cannot survive (زندہ)in the dirty atmosphere.

There are many factors which corrupt (خراب کرنا)and pollute the atmosphere. First, is the uncontrolled growth of technology and vast industrial production. The mills factories and foundries emit (خارج کرنا)smoke, gases and poisonous fumes(زہریلے بخارات) and in this way corrupt(آلودہ کرنا) the atmosphere. **Second,** the discharge of the gases and poisonous (زہریلا)smoke is infecting rivers, lakes and oceans. (سمندر)The massive use (بہت زیادہ استعمال)of pesticides (جراثیم کش ادویات) corrupt the atmosphere also. Apart from this the countryside is being affected by the radiation(تابکاری) and waste disposal of nuclear power. (جوہری توانائی)

Third, the ever increasing pollution of the world has also contributed to the uncleanliness of the atmosphere. **Fourth,** the automobiles like buses, cars, rickshaws etc emit smoke in large quantity and defile (گندا کرنا) the environment. **Fifth,** man has resorted to the game of destroying trees, plants and natural sights in order to fulfil his material needs.

Pakistan is an under developed country. It is also faced with the problem of pollution. Pakistan has a high rate of pollution growth. It has spread a network(جال) of mills, factories and foundries. Science and technology have occupied the scene. The use of automobiles has multiplied (کئی گنا زیادہ ہونا). The land has been turned barren (بنجر) by the use of pesticides. The government of Pakistan is fully aware of the seriousness of this problem. A national pollution ordinance is on the anvil (زیر تیاری).

Pollution is a serious danger to the health of man, living species, crops and animals. If it is not checked, it would endanger (خطرہ میں ڈالنا)animal and human life. It will cause many ailments (بیماریاں) to men. This problem has become, more grave (سنگین)for us because we depend too much on waterways. Our crops, our fields and our forests will soon disappear.

Our Government should take effective steps to improve the quality of atmosphere. All activities which pollute the atmosphere must be curtailed.

49. Drug Addiction

P.U. 2008 Supple B.Sc, P.U. 2005 B.A Group-II, P.U. 2007 B.A Group-II , P.U. 2009 B.A Group-II P.U. 2011 Group-II

OUTLINE:

1. **Drug addiction is on the increase in Pakistan. There are many causes for drug addiction.**
2. **The first reason is that the young people feel frustrated (شکست خوردہ) and tense in the modern world.**
3. **The uneducated people use drugs to relieve pain and sufferings.**
4. **Heroin is the most sophisticated form of drug.**
5. **The smugglers of heroin are very influential. They are the main cause of prevalence of this drug in Pakistan.**
6. **The use of drugs harms our body and mind.**

Drug addiction (نشے کی لت) is on the increase in Pakistan. Young boys and girls of colleges and universities fall an easy victim (شکار) to it. The reasons are quite obvious. **The first reason** is that the young people feel **frustrated** (شکست خوردہ) and tense in the modern world. They fail to solve their emotional (جذباتی) and intellectual problems (ذہنی مسائل) themselves. They are highly educated but they do not get a job according to their ability. In this world of tension (تناؤ) and anxiety (اضطراب), they feel lonely and sad. They resort to drugs in order to mitigate (کم کرنا) their sorrows and sufferings. **The second** reason is that the **uneducated people use drugs to relieve themselves of (کم کرنا) pain and sufferings.**

Drug addiction is not a new thing. It has been in practice for centuries. People used Opium (افیم), Charas and Bhang (چباز افیم) in the past. These narcotics gave them temporary pleasure and transported them (لے جانا) into a world where there was no sorrow or suffering.

Now man has left these old narcotics and has become addicted to heroin. Heroin is the most sophisticated form of drug. It is prepared from Opium (افیم). The major centres of illegal opium production are Turkey, Afghanistan and Pakistan. Heroin produced in these areas is marketed to European countries and America. It is a very costly drug. That is why, it is smuggled to rich countries. It is the most addictive (عادی بنانے والی) of drugs. A man may become addicted to it within a week. Its influence on our body, mind and soul is irresistible (پرکشش) If once this evil addiction grips (گرفت میں لینا) us, it may not leave us for years.

There are many reasons for its prevalence in Pakistan. **First,** the smugglers of heroin are very influential. They are not caught and punished severely. **Secondly,** the recent Afghan- Russian War has encouraged this. **Thirdly,** young people want to get rid of their depression (مایوسی) and anxiety. They resort to the use of drugs which mitigate (کم کرنا) their sufferings temporarily (عارضی طور پر).

The use of drugs **harms our body and mind** (جسمانی اور اخلاقی صلاحیتوں کو). It affects our lungs (پھیپھڑے), heart and kidneys (گردے). It causes tuberculosis (T.B) and cancer. It relieves our depression (مایوسی) for a short time and gives us temporary pleasure. But as soon as the intoxication (بے خودی) is over, it takes us to the world of reality and strain. In this way, it cripples (مفلوج) our activity and makes us inactive. A drug addict cannot live without the drug. He becomes a criminal, a robber or a thief. He must steal money to get the drug. Thus drug addiction produces an army of idlers and socially inactive people. In this way, it turns active and vigorous young people into active and passive (سست) idlers.

The Government of Pakistan is trying its utmost to control its prevalence (پھیلاؤ). It persuades (قائل کرنا) the producers of heroin not to prepare it. At the same time, it uses coercive (جبری) measures to curb its preparation. Co-operation of other countries, like U.S.A., U.K., West Germany and Canada is sought to counter its spread.

50. The Cultural Value of Festivals and Fairs

OUTLINE: P.U. 1999 B.Sc, P.U. 2012

1. **Man is a social animal. He cannot live alone.**
2. **Fairs and festivals are celebrated in the memory of some holy saint or some important occasion.**
3. **Fairs and festivals have great recreational value.**
4. **The Olympic games and industrial fairs of international nature are a kind of joyful activities.**
5. **There are different kinds of artists who show their feats of skill in the fairs.**
6. **The fairs reflect the cultural life of a nation.**

Man is a social animal. He cannot but live in society. It is an acknowledged fact (تسلیم شدہ حقیقت) that man wants to live and die with his fellow-men. It is his natural desire to share his joys and sorrows with others. This thing has given rise to the need of public fairs and festivals (تہوار). Such fairs and festivals are occasionally (کبھی کبھار) held in every country. Sometimes they are held to celebrate (منانا) some important occasion (موقع) of national or historic importance. But often public fairs are held as a kind of annual gathering or stock taking.. People assemble (جمع ہونا) at a fixed place and give free vent to their feelings of joy and pleasure. Different kinds of games and playful activities are held, in which every body tries to take part. Animals of different kinds are bought and sold. Stalls of different commodities (اشیائے ضرورت) are open for display. Such occasions of public enjoyment and merry making get the form of cattle fairs and industrial fairs.

Fairs and festivals have great recreational importance (تفریحی اہمیت). They are an important need of human life. That is why, such fairs and festivals are a common feature of human civilization (انسانی تہذیب) all over the world. Perhaps there is no country on earth where one kind of fair or festival is not held every year. Sometimes, these fairs assume (اختیار کرنا) international importance. Thus Olympic games and industrial fairs of international level are a kind of joyful activity in which all the nations are invited to take part. These fairs and festivals provide a good opportunity for amusements and recreation (تفریح). Recreation is a necessity of human life.

There are different kinds of **artists who show their feats of skill.** The farmers get an opportunity (موقع) to show the best kind of cattle they have brought up. The industrialists come forward with the best kind of goods produced by them. Thus the fair reflects the emotional (جذباتی) as well as the intellectual side of national life. It shows the things and the activities in which that nation as a whole is interested. From such fairs, we come to know the achievements made by that country in the field of agriculture, industry, handicrafts, ect. The singers, dancers and other artists get an opportunity to amuse the people with their performance (کارکردگی).

These fairs and festivals have great cultural values. They reflect the cultural life of a nation. We come to know from such fairs the ways of life and the things which are mostly valued by the people. **They have educative value also.** We can learn from such fairs the degree of industrial, agricultural (زرعی) and material advancement (مادی ترقی) that serve us an inspiration (تحریک کا ذریعہ) for future struggle.

51. The Value of Press or Newspapers

OUTLINE:

1. **The newspapers wield a tremendous influence in the modern world.**
2. **The newspapers keep us in touch with the world. They broaden (وسیع کرنا) our knowledge.**
3. **The newpapers cater (تسلی کرنا) for the taste of people** belonging to every walk of life.
4. **They have harms also. They can widen the gulf (خلیج) between different sections of society by publishing false news.**

The newspapers wield (چھوڑتے ہیں، اثر انداز ہوتے ہیں) a tremendous influence (گہرا اثر) in the modern world. They are powerful machines for spreading all sorts of news and views. The growth of literacy and the improved means of communication (رابطہ) have played and are still playing a great part in extending the sphere of their influence. They bring many advantages for their readers.

First, the newspapers keep us in touch with the world. Without them, we cannot know all the important news of our town or village. They extend the bounds of our knowledge (علم کی حد) and keep it up-to-date. They play a great part in bringing the people living, in different parts of the world close together. They contain news for almost all classes of people.

Second, the sportsman finds in them (پاتے ہیں) the news that relates to his own profession. Commercial news is published for businessmen. Lovers of the radio and the cinema can look up in them the daily pro-gramme of their entertainments (تفریح). The advertisements help the advertisers in selling their goods better and quicker. A man of literature can feed his taste (ذوق کی تسکین) by reading stories or other articles which are published in them from time to time. The unemployed can look up the wanted columns for vacant jobs. The employers can easily get suitable hands by advertising in the newspapers. Those in search of brides or bridegrooms (دولہا) can look up the matrimonial column (شادی کی ضروریات). Aggrieved persons (دکھی لوگ) can ventilate their grievances (شکایات کا آلہ) by writing letters to the editors.

Third, the newspapers print University results for the benefit of the students. They can help in the spread of (اشاعت کرنا) good ideas. They can raise moral tone of their readers. They can lead a powerful revolt (بغاوت) against all types of tyranny (ظلم) and injustice. They can make their readers better citizens by giving them right guidance. They can create a feeling of good-will between the various calsses, races and nations of the world. Thus we find that they can do a lot of good.

But they can do a lot of harm also. They are a double edged weapon (ہتھیار) and cut both ways. By publishing false news, they can give wrong and false information to the people. By means of inflammatory articles (اشتعال انگیز مضامین), they can widen the gulf (خلیج) between the various races and nations of the world. By publishing all sorts of war news, they can, sometimes, make the people nervous and excited (پرجوش). Unfavourable war news should be published only at the proper time when it is not likely to cause much harm.

The newspapers can impede (رکاوٹ بننا) the war effort of a country by publishing false and alarming news (غیر متوقع). So war news should, therefore, be censored (سنسر جائیں). The newspapers can disturb the peace of a country by printing articles likely to set one community against another. They sometimes, do irreparable harm (ناقابل تلافی نقصان) by publishing even true accounts of communal riots (فرقہ وارانہ فسادات). Some newspapers accept bribes from mischieveous people (شرارتی لوگ) and become mere tools in their hands. The newpapers can retard (معاق) the growth of nationalism (قومیت) in a slave country. They can become mere machines for party propaganda. By publishing sensational (سنسنی خیز) and dirty stories and articles, they can pave the way for the moral degradation (اخلاقی پستی) of their readers.

52. Nursing as a Profession

OUTLINE:

1. **Women have entered into every field of life. Nursing is an important profession for them.**
2. **It is a noble profession. It suits the psychology of women, because women are kind and sympathetic by nature.**
3. **Dressed in white uniform, they look very active and smart and impress every one.**
4. **They are great lovers of mankind. They believe in service to humanity.**
5. **She has to perform her duties very diligently (محنت سے). She is very cooperative and helpful to the doctors of her ward.**

There was a time when women were regarded as inferior creatures. (ادنیٰ مخلوق) But recently (حال ہی میں) they have proved their worth in every field of life. They are getting education like men. They are discarding(ترک کرنا) purdah and have entered into every office and work with men. They have realized (محسوس کرنا) that women can also perform their jobs even outside their homes. They are becoming teachers, nurses, doctors, air hostesses and stenos. No doubt they have proved their ability in every branch of human life, but they are especially suitable for medical profession. They can become good doctors and nurses.

Our country is woefully (دردناک) in need of them. In most of the village hospitals, we do not have enough of them. In their absence, a lady doctor cannot perform her duties efficiently. She cannot attend to a large number of patients. Again, in time of war, nurses are seriously needed (سخت ضرورت ہوتی ہے). A lady doctor cannot look after a large number of wounded soldiers and military staff carefully. It is the nurses who can give a helping hand to the lady doctors and thus look after the wounded soldiers with great care and attention.

Nursing is the noblest profession. Dressed in white uniforms and cloth cap on their heads, they look very smart. They administer medicines to the patients. They move about (پھرنا) the wards of the hospitals where patients are looking forward (انتظار کرنا) to their arrival.

Nursing was founded by **Florence Nightingale.** She worked day and night for the welfare of the people and gave the profession an honourable look. She regarded her profession to be godly. She was tender hearted. In the Crimean War, she consoled a large army of wounded and sick soldiers. Her selfless service (بے لوث خدمت) made the profession of nursing a noble career for girls.

The Indo Pakistan war has shown that every Muslim woman should have training in nursing. Nursing and First Aid should be made compulsory subjects in all colleges and schools. We should also try to raise the status of nurses in our country.

The life of a hospital nurse is not a bed of roses. It is hard and often tiresome (صبر آزما). She has to attend the hospital from early morning. At about noon, she gets about an hour for rest and lunch. Again she is on duty till evening. Then she goes home.

While she is in the hospital, she has to perform many duties. She registers the temperature of different patients in their respective charts. Then she prepares medicines and administers them to different patients. She also gives injection to some patients. She attends to every patient carefully. She has to live among groans(آہیں) and cries.

When the doctor comes for the usual round in the ward, she has to accompany him. She supplies necessary information about each patient to the doctor and carries out his orders. At times, the doctor becomes angry and she has to hear it calmly.

53. Population Explosion

OUTLINE: P.U. 1993, Sargodha 2015

1. **The population of a country is one of the sources of its strength.**
2. **Rapid increase in population has become a serious problem for all the governments of the world.**
3. It hampers (رکاوٹ ڈالنا)**the economic development of a country.**
4. It creates unemployment **and many other social evils.**
5. Government **should encourage family planning to check and control population.**

Population of a country is one of the sources of its strength(طاقت کے ذرائع). It supplies men for its armed forces, **industry, agriculture, administration** and other social, economic and political activities(سیاسی سرگرمیاں). **If a country gives proper education** and training to its millions of **people, they can earn and produce not only for** themselves but also for the world **at large. The increased production and export of** goods can thus make this country **rich and strong. But the size of the population should be well within the means(ذرائع) of the country to support it.** Only then a country can make progress.

Rapid population growth **poses a serious threat to the economics of poor and** developing countries like Pakistan. **It has many disadvantages for the economic** progress of the country. **First, since the resources of national income are limited, the** rapid addition (تیزی سے اضافہ) **in eating mouths leads to the scarcity(کمی) of essential commodities** (ضروری اشیاء). Thus the food problem in Pakistan has become chronic ([illegible]) in nature. Every year the government has to spend crores of rupees on the import of eatables like, wheat, sugar, edible oils(خوردنی تیل) etc. Valuable foreign exchange spent on the import of these things can be spent more profitably on the import of machinery and other goods needed for developmental activities.(ترقی پذیر سرگرمیاں)

It is also responsible for the problem of widespread **unemployment and constantly rising prices in Pakistan.** The government is finding it difficult to provide the facilities (سہولتیں)of schools, hospitals, roads, houses etc to ever increasing number of people. If this state of affairs continues, it will result in general unrest and political revolution.

The statistical data collected recently shows that the population of Pakistan has doubled during the last ten years. This is alarming(خوفناک) indeed. There is a great need to have effective check of population growth. Majority of people are illiterate(ناخواندہ) and orthodox(پرانے خیال کے). They believe that God Himself is responsible for providing livelihood(روزی) to all the living creatures. They do not know that God has made man independent (آزاد) and fully responsible for what he does. We are quite free to make life better or worse(بدتر) for ourselves. If man acts wisely in other fields of life, why not here also. It is not at all wise for a poor man to have unmanageably large family. In this age of new fashions and high price, it is very difficult for large families to have good standard of living. It is desirable that Govt. should take positive steps to control population.

54. Fashions among Students

OUTLINE:

1. **Fashions are becoming very popular among the college boys and girls. It is said that variety is the spice of life. The students run after variety of life.**
2. **The students of both the sexes devote a lot of time to their personal appearance, dress and decorum.**
3. **The students waste a lot of money and time on their personal decorations.**
4. **Films and T.V. programmes play an important role in making them fashionable.**
5. **Execssive craze (جنون) for fashions is not desireable.**

Fashions are becoming very popular among the college boys and girls. Fashion means, something new or some change in matter of our living. Fashion is not a new thing. Every age has its own fashions. Man by nature likes novelty (جدت) in life. He is after variety (تنوع). It is said that variety is the spice of (مصالحہ) life. Man has been after changes in life since the past. He gets weary of (جدت) the old and dull routine of life. Old things do not have any interest for him. He finds pleasure and joy in new things.

When a person adopts a new style in matter of dress or hair style, he is called fashionable. We cannot curse (لعن طعن کرنا) a fashionable person.

In the modern world, fashions are on the increase. Young boys and girls are very fond of them. This is an age of pride (غرور) and vanity. People want to show off their wealth and assert their importance (برتری کا دعویٰ کرنا). It is by adopting fashions in dress or hair style that they show off their vanity. They look important if they are up to date and fashionable.

The students of both the sexes devote a lot of time to personal appearance dress and decorum. It is mostly the college student who looks upon " **fashions** " as the very stuff of his conscience (ضمیر). Being fashionable is the only real passport to high society and popularity in the college.

No sooner does a student join a college, than his dress undergoes a radical change. He refuses to dress in the Pakistani style and begins to ape the Europeans. In certain cases, he likes to buy only the English fabric (کپڑا). He spends a considerable sum on shoes, ties, socks and collars. Sometimes he is seen wearing suits of sparkling (چمکدار) and bright colours which appear so ridiculous (مضحکہ خیز). Again he is fond of powders and perfumes (خوشبو). Seeing a picture on VCR or going to the cinemas for entertainment is another favourite pastime (محبوب مشغلہ) of the students. They can debate for hours on the merits of a particular actor or actress. Some of the students are fond of Western magazines and cheap novels. Majority of college students are given to smoking.

Fashions have their disadvantages also. The students spend a lot of money on clothes and other things in life for the sake of variety. The girl-students are more crazy than the boys. They do not want to miss anything new which can add to their beauty and charm. Their excessive craze (جنون) for stylish things in life cannot be appreciated (پسند کرنا)by any sensible person. It is the wastage of money and time. Moreover, the students do not concentrate (توجہ دینا) on their studies and devote much time on such fashions. This is not desirable.

Films and T.V programmes play an important part in making them fashionable. The T.V. stars impress them greatly. The film stars have an attraction for them for their original way of dressing. The T.V. advertisements too contribute a lot in this respect. The picture magazines are fully devoted to cultivate (پیدا کرنا) a great sense for fashions. The modern industrialist is a friend of the fashionable people. He goes on making things of new designs and convinces the people to have them for making themselves active and smart. In this way, he introduces new fashions in everything of daily use. We cannot curse fashions but an excessive craze for them is unwanted.

55. The value of Games and sports

OUTLINE:

1. **The games and sports are very important for human health.**
2. **The games can be divided into two groups, the outdoor games and indoor games.**
3. **The games and sports, build our character and bring to surface the good qualities of a player.**
4. **A good player is a lover of mankind. He plays the games in a sporting spirit.**
5. **A good player plays the game in a team spirit and learns the values of cooperation, obedience and sacrifice in the playground.**

The games and sports are very important for human health. They build our body and develop our mind. They give ample exercise(کافی مشق) to our muscles (عضلات). In this way, they make our body strong and prevent us from getting fat. They refresh our mind and give us sufficient amusement. After a day's hardwork, man feels tired and exhausted (تھک جانا). He needs rest. He plays the game in order to refresh his mind. Games and sports remove the boredom of life (زندگی کی اکتاہٹ), and make him fit for the next day's work. .

In our country, the games can be divided **into two groups, the outdoor games and indoor games.** The outdoor games include cricket, hockey and football. Cricket is more popular than other games. During the days of cricket matches, every body talks about it. The cricket matches are seen and watched by every body with great interest. The cricket stars are discussed everywhere. There is a great excitement(جوش) and thrill in the entire population of the country. The hockey matches are also viewed and watched with great interest. They are full of interest, thrill (جوش) and suspense.(بے چینی) They last for a short duration but they create more excitement than cricket matches.

The indoor games also keep us busy, fit and healthy. They include such games as table tennis, carrom and playing cards. They give exercise to our mind and memory. They are a test to the power of our intelligence and skill. They become harmful if we devote much of our time on them.

The games and sports build our character. It is in the playground that the qualities of a player come to surface (سامنے آنا). A good player plays the game in a sporting spirit. It means that he is always fair and just in his dealings. He plays the game for the sake of it. Victory (فتح) or defeat has no meaning for him. If he wins the game, he does not feel proud of it. If he loses it, he is not discouraged (مایوس ہونا). He does not violate the rules of the games. He is impartial (غیر جانبدار) in his judgement. He is only interested in the glory and zeal of the game.

A good player is a lover of mankind. He is always for love, good will and good sense. If he goes abroad, he carries with him the message of love. He is the true ambassador (سفیر) of his nation. The honour and glory of his nation is upper most in his mind. He does not do anything which may shatter (چورکرنا) the image of his nation. He is always dignified (باوقار) and upright in his dealings. In the playground, his conduct is always marked with sportsman spirit. He does not get angry even at his insult. He does not abuse his rivals (مخالف). He is free of ill will, hatred and malice (کینہ). He is tolerant (روادار) and broad minded.

A good player plays the game in a team spirit. He does not play his game for his honour but he plays the game for his team. As a member of the team, he is very helpful and co-operative. He may lose his points and score, but he will not let his companion suffer. He obeys the discipline of the team faithfully. The word of the captain is a law for him. A good player is a selfless and sincere worker. He is devoted to his mission. In short, in the playground, he learns to be fair, just and good.

56. The Career I Like to Choose (OR) The Profession I Like to Choose

OUTLINE:

1. **We must select our career keeping in view our taste, temperament and ability.**
2. **There are many professions in the world which we can pursue.**
3. **My ambition in life is not wealth, power or high social status.**
4. **My ambition is to serve people. After becoming a C.S.P officer, I shall serve people selflessly.**
5. **I intend to work for the uplift of the masses.**

No human being can live without ambitions (عزائم) and desires.(خواہشات) Everybody has his own dreams and desires, which he wants to fulfil in his future life. It is our desires and ambitions(عزائم) which give us stimulus(تحریک) to work and act. They are the main source of inspiration. (تحریک) We must select our career keeping in view our taste, temperament (مزاج) and ability. If a man of poetic genius is forced to become a soldier, he will be an utter failure there.

There are a number of professions and aims of life such as business, medicine, teaching and engineering etc. Different people have different ambitions. Some want to be rich. Some wish to become the leader of the country to gain honour and some desire to become great scientists.

There are others who are mainly led by a spirit of adventure. The latest craze (جنون)among young boys and girls is to go to foreign countries. Their aim of life is to go to foreign countries. They want to earn a lot of money within a short period

My ambition in life is not wealth, power or high social status (اعلیٰ رتبہ) I am too modest (شرمیلا) a young man to aim at any of these things. My ambition is simple enough. It is the service of the poor and down trodden. (غریب نادار) At my age, one is always likely to be selfless and kind to others. When I am alone, I think of passing all my examinations with credit. This will bring great glory and pride(فخر) to my parents. I hope to sit for the competitive examination.

I have every hope of becoming a C.S.P. Officer. Now-a-days, the C.S.P. officers, do not deal gently with the people. They have become rude (گستاخ) and selfish. They are unmindful of the welfare of the people. They do not serve, but rule. After becoming a C.S.P. Officer, I want to remove all the evils (برائیاں) which have entered our civil administration. I would go to villages to meet even poorest people and find out their difficulties. I would devise plans to better their lot. (قسمت سنوارنا) I would put many schemes before the Government by which I may be able to bring a revolution (انقلاب) in their life. I would share my meals with a poor old man without telling who I was. I would, thus be loved and liked by all the people in the district where I may be serving.

I am inspired (تحریک پیدا کرنا) to do some good to the people. If I don't become a C.S.P. Officer, I imagine myself to become a social worker. Whenever I read about great social workers who hleped in improving the lot of their people, I am also inspired to become one of them. I want to teach our farmers the importance of healthy and clean living. I want to point out to them the harms of unnecessary litigation. (غیر ضروری مقدمہ بازی) I would advise them not to spend lavishly (کثرت، وافر مقدار) on their ceremonies. (تقریبات) I would go to the villages and convince the rich people to help their poor brothers. I pray to God that my ambition to serve people should not end in dream. I hope my prayer will be granted.

57. Floods in Pakistan

OUTLINE:

1. **The flood is a natural calamity. It visits our country frequently. Destruction caused by floods.**
2. **There are many causes of floods in Pakistan.**
3. **Floods visit Pakistan quite frequently due to heavy rain falls, heavy snow falling on the mountains and due to narrow beds of the rivers.**
4. **The description of the flood I have recently seen.**
5. **We can control the floods by constructing dams and widening the beds of the rivers.**

The recent floods in Pakistan were a calamity (آفت). They visit our country quite frequently (اکثر اوقات). We live in the modern age, which is remarkable for its scientific advancement but man has failed to overcome the floods completely. However, we can set aside (ختم کرنا) the adverse results of the floods to some extent (کسی حد تک). Floods destroy everything which man achieves after a struggle (کوشش) of many years. They are a horrible (خوفناک) thing. They destroy houses and buildings. They uproot (ختم کرنا) the electric and telephone poles. They render thousands of people homeless.

In Punjab, the recent floods played a havoc (تباہی بربادی) unknown in history. Almost, all the rivers overflowed their banks (کناروں سے پانی بہہ نکلا) and destroyed everything. The villages of Lahore, Deraghazi Khan, Jhang, Multan and Sargodha were submerged (ڈوب جانا) in water. People saved their lives by climbing up the trees. The villagers were sleeping in their homes, when the water of the flooding river entered their homes and caused an alarm (خطرہ پیدا کرنا). They, were caught unawares (بے خبری). They rushed out of their homes without taking with them their goods and articles of house. Epidemics (وبا) broke out in the villages. Crops were destroyed . Fertile (زرخیز) land turned barren (بنجر) and dry. The whole system of communication was paralysed (مفلوج ہو گیا) for many days. People saved their lives by swimming in the water. Many of them climbed up the trees. The army was called in. It was due to the sincere and dedicated efforts (پرخلوص کوششیں) of the young men of army that the lives of many flood affectees (سیلاب سے متاثرین) were saved. The entire machinery of Government tried its best to set aside (ختم کرنا) the adverse effects of flood. Relief centres were set up in every town, city and capital. The rich and well-to-date people came forward (آگے آئے) to help their affected brothers.

The causes of flood are many. First, they are caused by heavy rain fall in moonsoon. **Secondly,** the snow on the hills begin to melt in summerheat. Te rivers get swollen. When this continues for sometime, the waters rise beyond the banks of the rivers and overspread the neighbouring ground. **Thirdly,** the beds of the river are not very deep. That is why, they overflow very soon. **Fourthly,** all the rivers of Pakistan enter our territory (علاقہ) from India. India controls all the rivers. She has made many dams on these rivers. She lets loose (کھلا چھوڑ دینا) a huge quantity of water into our rivers out of revenge (انتقام). This cannot be controlled by our own efforts, unless India co-operates with us.

Last year, I witnessed the terrors of a flood in my village. The river Ravi which flows by our village was in flood. It had been raining ceaselessly (لگاتار) for over a week. Away on the hills, it had been raining for almost a month. The terrible day came. The river Ravi overflowed its banks and there was water everywhere. There was every fear that our village would be washed away. We brought out cattle to the verandah for safety. We went to bed, but could not sleep for fear of being washed away.

The rain stopped at night. The croaking of frogs (مینڈکوں کا ٹرانا), the cries of the cattle and shouts of men filled the air with fright (ڈر). A chill wind (ٹھنڈی ہوا) was blowing. Our courtyard was filled with water. It was almost knee deep. The water was still rising. Our cattle were drowned into the water. We managed to climb up the trees and stayed there for twenty four hours. We saved our life with great difficulty. We spent a very difficult and uncomfortable time there. The helicopters of army reached us and took us away to a relief centre. We spent there many days and nights in the open. After eight days, the news was brought that the water of the river had gone low considerably (کافی حد تک). We came to our village and built our house again. We had a serious financial loss (مالی نقصان) in our life. Our cattle and crops were taken away by the floods. We cannot forget the terrible (خوفناک) time we had last year

58. Adulteration (ملاوٹ)

OUTLINES:

i. Social evils exist in every society.

ii. Adulteration is the most dangerous and heinous (گھناؤنے) crime which exists in our society.

iii. There are many reasons which are responsible for the growth and popularity of this evil.

- **(a) lack of religious education and training.**
- **(b). the craze to become rich overnight.**
- **(c). the defective government machinery to control it.**

iv. The adulterators use many methods to earn easy profit.

- **(a). mix a thing of inferior quality into a thing of superior quality.**
- **(b). use an inferior thing in place of superior thing.**
- **(c). mislabel a brand.**
- **(d). colour things to make them look fresh and sophisticated (پیچیدہ).**
- **(e). Abstract (نکالنا) the rich and costly elements from things.**

Adulteration, (ملاوٹ) a curse

Social evils exist exist in every society. No human society is free from such social and moral evils like corruption, adulteration, gambling, horse racing and kidnapping of children etc. These evils pose a threat to the existence of every society. They weaken the social and moral structure of every country. They promote crime and make people evil minded. The forces of goodness stand defeated in front of them. Even the security and defence of country are exposed to many risks and dangers in the presence of social and moral evils.

Adulteration has always existed in every society since the beginning of mankind. It existed among the Greeks and the Romans thousands of years ago. In those days, it was not detected as there did not exist any scientific knowledge to detect it. But now in the presence of modern laboratory instruments, the nature, quantity and magnitude of adulteration in eatable things and food stuff are easily known. This evil exists in our society to the maximum (انتہا). Let us now study the reason for the growth and the popularity of this moral and social evil.

The first reason which is responsible for its growth is the powerful craze to become rich over night. The traders, merchants and manufacturers are tempted to earn more profit by means of adulteration. They mix a thing of inferior quality with that of superior quality.

Sometimes they mix highly unhygienic and poisonus things in eatable things and foodstuff. They employ different modes (طریقے) of adulteration to deceive the people. It is an open secret that dirty and polluted water is mixed in milk.I Moreover, milk is adulterated with milk powder or starch. Butter is adulterted with grease or white oil. Ghee is adulterated with animal fats or coco nut oil. Edible oil is adulterated with mobil oil. Pulses and spices (گرم مصالحے) are not free from adulteration. Turmeric (ہلدی) is adulterated with earth. Sometimes, saccharin (سکرین، مصنوعی میٹھا) is used in place of sugar. The flesh of dog and donkey is sold in place of goat's meat. The poultry feed is prepared from objectionable and unhygienic material.

There are many selfish and cruel traders who colour the inferior products in order to make them look fresh and superior. Cosmetics, shampoos and many other are never free from adulteration. They also use certain chemicals to preserve (محفوظ کرنا) food without knowing that they are injurious (نقصان دہ) to health. Moreover, they also misbrand or mislable (غلط لیبل لگانا) their articles. The entire industry whether it is related to food, clothes, cosmetics and medicines, thrive on cheating, fraud and deception (دھوکہ).

The traders, businessmen and manufacturers who live on (گزارہ کرنا) adulteration are enemies to the country and society. They have neither fear of God, nor of nation.

The second reason which helps in the promotion of this evil is lack of religious training and education. In order to earn more money by adopting rapid means, these tradesmen refuse to recognize the difference between '*right' and wrong or harm' or halal'*.

The third reason which encourages the growth of this evil is the flexible and relaxed attitude of the authorities who have been given the task to control this evil. The government machinery has become rusty (زنگ آلود) and inefficient to control it. The Govt. officials accept illegal gratification (ناجائز مراعات) and bribe from these hardened criminals of society. Unless we have a strict and effective system for the enforcement of law on adulteration; we cannot succeed in eliminating it from society. It is only strict punishment which can overcome and control this widespread evil. The adulterators should be openly tried and awarded exemplary punishments. (مثالی سزائیں) People should be morally invigrated to fight this evil. This can be done by our print and electronic media.

The adulterators are enemy to the society, nation and country. They play with the health of people . Medical reports reveal that most of the ailments and diseases which inflict us are due to the use of adulterated food and medicines. Vitality in people is lowered. Paralysis (فالج) has become very common because of adulterated food. Widespread blindness in different areas of Pakistan is also due to the use of this adulterated food. Skin diseases erupt because consmetics, powder and shampoos are adulterated. Malnutrition is eating the very roots of public health. Men, women and children are no longer healthy in Pakistan. We have now become a race of weak, pale and unhealthy people. Alas, it is all due to adulteration. There is no one to stop it. We can sum up, by saying that adulterators are like white ants (دیمک) which are eating away national health without making us aware of it.

59. Corruption in Pakistan

OUTLINE:

1. **Corruption(بدعنوانی) is a wide spread phenomenon(عمل). All the developed and under developed countries suffer from it.**
2. **The rat-race (جنونی دوڑ) for becoming rich has urged its prevalence. (پھیلا ہوا پھیلاؤ) in society.**
3. **There are many other factors for its prevalence.**
4. **It is very poisonous (زہریلی) to society. It creates discontentment (ناچاقی) in society.**
5. **It can be rooted out (ختم کرنا) by adopting simplicity and contentment (قناعت) in life**

Corruption (بدعنوانی) is as old as man. It has existed in the world since ancient(قدیم) times. It has various(مختلف) forms and shapes. Corruption exists in all countries of the world. However, its rate (شرح) is very high in the under-developed countries. It exists in the form of cheating, fraud(دھوکہ), swindling(دھوکہ دہی). Bribery(رشوت) and acceptance of gratification(رشوت) are its other forms. In Pakistan all types of corruption exist in the Government as well as in the private sector. In the recent survey conducted by the International agencies, Pakistan has figured No. 2 in the world as regard corruption.

The scholars and religous thinkers have expressed great anxiety (اضطراب) over the wide spread phenomenon(عمل) of corruption.

There are many reasons for the prevalence of corruption in society.

First: **Everyone wants to become rich by every means in a capitalistic(سرمایہ دارانہ) country.** The glitter (چمک) of western civilization has urged (اکسانا)every person to adopt some standard of life. There is hardly(بمشکل) any person in our society who does not want to have the modern facilities (سہولتیں) of life. He wants to live in a rich bungalow and ride a beautiful car. In order to lead a life of glitter and glow (چمک دمک کی زندگی), he tries to raise money by fair or foul means(ذرائع). It is only by corruption and acceptance of bribes(رشوت) that a rapid (تیز) change takes place in the financial condition of a person.

Secondly: The government servants mostly accept bribe because their salary is very small. A government official cannot live in the meagere (معمولی) amount of salary or pension. In order to fulfil their needs, they are tempted (لالچ کھانا) to accept bribes.

Thirdly: The prices of things are sky-rocketing(آسمان سے باتیں کرنا) The standard of living which is very high, cannot be maintained in the meagre(قلیل) amount of wages(مزدوری).

Fourthly: There are many customs and traditions (روایات۔ رسم و رواج) which we observe in society. We spend lavishly(فراخدلی) on our marriages and funerals(جنازے). We have to raise money to meet these unnecessary expenditure(غیر ضروری اخراجات).

Fifthly: The corrupt people thrive (پھلتے پھولتے ہیں)in our society without any fear of punishment. They are never brought to book(محاسبہ کیا جانا). They are very influential (بااثر) people.

Corruption is very poisonous (زہریلی) to society. It spreads discontentment (بے اطمینانی۔ بے قراری) in society. The young educated people do not get jobs after the completion of their education. Merit is discarded (ترک کر دیا جانا) and more attention is given to bribery. In a society, governed by corrupt officials, the stability(استحکام)of the country is at stake(خطرے میں). A highly powered government officer can sell the confidential secrets, regarding the security of the country, to the enemy, after accepting bribe. The whole system of moral, ethical (اخلاق) and religious values is impaired(خراب ہونا) at the hands of corrupt officers. In a country ruled by corrupt officers, the distinction (فرق) between right and wrong is finished. The country offers the picture of disorder (انتشار) and anarchy(افراتفری).

To eradicate (جڑ سے اکھاڑنا۔ ختم کرنا) corruption is no doubt a herculean task(مشکل کام) but it is not impossible.

(F) Reflective Essays

60. Dreams

OUTLINE:

1. Dreams are a psychological phenomenon.
2. Some dreams are pleasant while the others are unpleasant.
3. **The old thinkers have advanced many interesting theories about dreams.**
4. **The modern thinker Freud has to offer his own explanation of dreams.**
5. **Some dreams indicate the events of future.**

Dreams are as old as human beings are. They are in reality a psychological phenomenon (نفسیاتی عمل). Only human beings see dreams. According to the psychologists,(ماہرِ نفسیات) we see dreams in our sleep because at that time, our mind is awake and our body is asleep. Our experiences of daily life are projected into dreams. The mind wakes up earlier than the body, It does not need as much rest as the body. As soon as it awakes, it begins to weave experiences of daily life (تجربات) into dreams.

In dreams sometimes, the experiences are real, sometimes there is a confused series of experience. Some dreams are very pleasant and romantic. Due to this reason, some places are called ' **dreamland** ' in common talk. One gets up early in the morning very much pleased with what one has seen. On the other hand, some dreams are very fearful (خوفناک). They are called ' **nightmares** ' (ڈراؤنے خواب). A person is sleeping soundly; others are also sleeping near him. All of a sudden, he gives out a terrible shriek (خوفناک چیخ). He gets up startled. He tells us that in his dream he has seen a snake or enemy in the dream. The snake was about to bite him.

There are many reasons for dreams. First, the old thinkers have given importance to the **memory element** in dreams. It is with the help of our memory that we visualize (تصور میں دیکھنا) the real things of life. **Aristotle** (ارسطو) was of the opinion that dreams were due to the impression left by objects seen with the eyes of the body. **Plato** (افلاطون) connected dreaming with the normal working operations of the mind. The old people thought that the ghosts of the dead people visited the dreamer. Modern discoveries about human nature have rejected the views of the old people.

Secondly, the modern phychologist Freud has given his own explanation about dreams. His book " **The Interpretation of Dreams** " occupies an important place on the subject. He gives us **four reasons** for dreams. **Firstly,** the dreamer is disturbed in his dream by external objects. A mosquito may bite him, the clouds may roar and the alarm bell may ring. These are the external things which disturb our sleep and make us see dreams.

Secondly, the dreamer is disturbed by inner disturbance of his body or mind. It happens in case of his mental or physical illness. In this disturbed state, we see dreams. **Thirdly,** we may dream when one of our five senses is disturbed.

Lastly, the ideas stored in our mind, come out in the form of dreams in disguised forms. Freud holds, that there are dreams in which we fulfil our wishes. These unfulfilled desires go into our unconscious mind (لاشعور) and come out again at night in the form of dreams. These wishes take a disguised shape. A beggar may consider himself a prince in his dream or an old man may dream of becoming a child.

There are certain dreams which indicate future. These are the dreams of pious and noble people. Such were the dreams of Prophet Jacob (حضرت یعقوب) . Prophet Ibrahim and King of Egypt (مصر کا بادشاہ). **Prophet Jacob** saw the sun and stars bowing before him. The King of Egypt (مصر کا بادشاہ) dreamt that he saw seven lean (کمزور) cows and seven fat cows. This dream was interpreted by Prophet Joseph (حضرت یوسف) . He told that the seven lean cows stood for seven years of adversity (قحط) while the seven fat cows stood for rich and prosperous years. (خوشحالی سال)

61. Gifts

OUTLINE:

1. **Gifts are very important in our social life. They are different from donations.**
2. **The selection of gifts is a difficult problem with some people.**
3. **The gifts must fulfil the needs of the person whom the gift is given.**
4. **The best gift which a person should give to the others is his creation, the part of his own self.**
5. **Gifts are token of our love, trust and good will for others.**
6. **The smaller and more insignificant is the gift, the longer will it last.**

Gifts occupy an important place in our social life. They build our relations with other people. We exchange gifts with other people on our festivals (تہوار). The Eid gifts, the birthday gifts and gifts exchanged between friends are the routine of our life. They speak of our love for one another. There are gifts which are given merely (صرف)out of material considerations (مادی مفادات). A subordinate may give a gift to his officer in order to win his favour. Gifts are given as a form of bribery (رشوت). Such gifts are not liked by anybody in the society. Our religion attaches great importance to the exchange of gifts. The Holy Prophet (PBUH) has duly stressed (زور دیا) the need and importance of exchanging gifts. He has urged us to exchange gifts because they increase love among us.

But the gifts given as bribery do not increase love. They are the expression of our selfish nature. They are given to get (حاصل کرنا) some material benefit (مادی فوائد). Real gifts are the expression of our inner goodness and sincerity (خلوص). They build love between a husband and wife, a lover and his beloved, a teacher and the taught. Gifts should not be exploited (استحصال کرنا) for selfish interests. It is very difficult to select the right type of gift. It is wrong to overload people with what they already possess. We offer silver button hooks to a friend on marriage when he already possesses a plentiful of them. Articles of furniture exchanged between families are not gifts.

There is no element (عنصر) of surprise in them. Some people buy gifts from the market and present them to their friends and relatives. This is a business like and mechanical way of presenting gifts.

The selection of **gifts is an art.** Our gifts must represent (نمائندگی کرنا) **two things. First, they must fulfil the needs of our friends and relatives. Second, they must be the creation (تخلیق) of ourselves.** They must be the part of our own nature. A photographer must present the best photograph to his friends. A poet should give his poem as a gift to others. Such creative gifts become a part of the memory of the person who receives them.

A gift must not be asked for. It should be unexpected like a lily in winter and should not smack (بو آنا) of a commercial transaction (کاروباری معاملہ). It should reflect the personality and temperament (مزاج) of the giver of the gift. Even a small and insignificant (معمولی) gift on the part of the giver should be welcomed with feelings of gratitude (تشکر). Small gifts like flowers, branches of trees, perfume or rose leaf should not be discouraged. They are also remembered by the recipient (وصول کرنے والا) with feelings of thankfulness and emotion.

Gifts are tokens of love, trust and good will. They play an important part in making us love one another. They stir our memory and sentiment (جذبہ). They arouse our feelings of generosity (فیاضی). The giving of a gift brings to surface all the good qualities which we possess. They make us humble (عاجز) and help us shedding (ختم کرنا) off our pride and vanity (تصنع). It is our goodness for others which urge us to give gifts to our relations and help us overcoming our prejudices (تعصبات) and base feelings (سفلی جذبات).

62. Hobbies OR
Lesiure and How to use it

P.U. 2010 Group-I

OUTLINE:

1. Everybody wants to have leisure after his day's full work.
2. The activities which we pursue in our leisure time are called hobbies.
3. There are indoor and outdoor games which people pursue in their free time.
4. Some people waste their time in the pursuit of unhealthy activities. They indulge in drinking and gambing
5. Unhealthy activities leave a bad influence on our health and character.

Everybody wants to have leisure after his day's full work. Life in the modern age is very busy. Everybody is involved in one problem or the other. He is worried and feels uneasy. He always feels the burden of work on his mind. His tired body needs rest and relaxation (تفریح۔ آرام). That is why, a weekly holiday is available to every worker. The aim is to relax the tired nerves. Everybody has his own method of relaxation. The activities which we pursue in our spare time are called hobbies. We can divide the activities which people undertake to relax themselves into two groups, healthy activities and unhealthy activities.

Healthy activities include many things. There are people who take part in games and sports to relax their nerves (اعصاب). They enjoy the games. The games keep them active and smart. They prevent (بچانا، روکنا) them from getting fat. They make them ready to do next day's work with full pleasure and joy. At the same time, games and sports leave a very good influence on their character. The games and sports can be divided into two groups, **outdoor games and indoor games.**

Outdoor games are especially very useful for developing a man's mind and body. Outdoor games include swimming, cricket, football and hockey. These are the favourite games of the people.They are viewed and watched with great interest. People spend their leisure time on indoor activities. They read books and enjoy the T.V. Reading of books has a joy of its own. It broadens (وسیع کرنا) our mind and enlarges (وسیع کرنا) our knowledge.

Sitting before T.V. too is a healthy activity. We see various interesting programmes on T.V. and are enlightened (روشن خیال ہونا). These healthy activities are very useful for human mind.

There are people who spend their leisure in unhealthy activities. When they are tired, they resort to drinking and gambling. Drinking of wine may relieve (نجات پانا)

them of their depression (مایوسی) for sometime but it has evil influence. Drinking has ruined (تباہ کرنا) many families. This social evil is an enemy of man's health, wealth and reputation (شہرت) . Gambling too has its bad points. Gambling is a wastage of money and time. A gambler and a drunkard cannot have a happy home.

There are also people who spend their leisure in reading vulgar books (فحش کتابیں) and seeing obscene films on the V.C.R. Those are unhealthy activities. They leave a negative influence on our body, mind and character.

63. The Value of Discipline

OUTLINE:

1. **Discipline is a mental or moral training, which is produced in a person by following certain rules of conduct.**
2. **Discipline is essential for the progress and smooth running of a country.**
3. **A disciplined nation or a person can meet the challenge of life in a better way than an indisciplined person.**
4. **Discipline in the army, in the schools, colleges and in sports are always needed.**
5. **Methods to discipline our young men are many and varied.**

Discipline means to do a thing in an orderly manner. It is strict obedience to certain rules and regulations. A great discipline is found in the working of the universe. Our stars, earth, moon and sun all obey the will of God and move in a set pattern (طرز). The seasons come and go in an orderly manner (باقاعدہ). The flowers and fruit on the plants and trees come out at their regular time. The rivers and the seas are also punctual in their movement. If they become irregular in their function, they are bound to create disorder (انتشار) in the universe (کائنات).

Discipline is required in every field of life. Our great leader Quaid-i-Azam has strongly advocated (وکالت کی) the cause of discipline. He says that the progress of a nation lies in following the principles of Unity, Faith and Discipline. Our religion Islam also urges us to foster (پیدا کرنا) unity and discipline (نظم و ضبط) in our ranks. First, comes the importance of self -discipline in Islam. Self-discipline is based on self-knowledge. A man must know all about himself. We must discipline ourselves thoroughly. We should try to remove the faults of our conduct (چلن). We should detect what is wrong and try to avoid it. Self-discipline implies desire for self improvement, confession of weakness and resolution (پختہ ارادہ). A man of disciplined habits, is loved and valued by everybody.

Discipline is taught in schools. A student's work and play are regulated (باقاعدہ کرنا) by his teachers. He is not allowed to break the discipline of the schools. A well disciplined life is a successful life and the student must master it for the sake of his career. Child is the father of man. If we have to discipline a man, he should be disciplined as a child.

Discipline is an inevitable (ناگزیر) condition in the army. It is maintained rigorously (سختی کے ساتھ). A moment's hesitation (ہچکچاہٹ) may bring about destruction (تباہی). An ill disciplined regiment may bring defeat and shame to the whole nation.

Discipline is an essential condition (ضروری شرط) for the growth of society and spread of civilization . It is wrong to say that discipline is the negation (نفی)of individual liberty (انفرادی آزادی). Discipline does not mean iron rule (آہنی حکمرانی). There are laws in every society. The individual forms a unit of society. The individual must follow those laws for the smooth working of society.

Games form a good example of discipline. On playfields, discipline is taught and maintained (قائم رکھنا). The individual player must play the game not for himself but for the team. In the same manner, an individual in a society must follow the laws of society even if he has to sacrifice (قربانی دینا) his own interest. A member of a society cannot be allowed to do whatever he likes. In all organizations, religions, political, economic, social or educational rules and regulations must be observed for the progress of the society. Lack of discipline leads to idlenesss, increased ignorance (جہالت) and disorder (انتشار).

64. Honesty OR The Value of Honesty

OUTLINE:

1. **Honesty is a good moral virtue, It is defined as "to deal fairly and in a just manner with everybody".**
2. **An honest person enjoys great respect in society.**
3. **Honesty is not an inborn quality. It can be learnt later on.**
4. **The examples of our great leader show that they guided and led the people by virtue of the great quality of honesty.**
5. **People use underhand methods to achieve prosperity. Honesty is losing hold in our society.**

Honesty is a good moral virtue (فضیلت). It is defined as to deal fairly and in a just manner with every body. It means that a person should be truthful and sincere in his words and action. He should practise whatever he feels true and just. An honest act demands sincerity, justice and truthfulness. Honesty is the basic quality of man's character. It is an essential quality for every society to develop and grow. The foundation (بنیاد) of every society rests on honesty. There is a marked difference between honesty and dishonesty.

An honest person enjoys great respect in society. He has admiration (پسند کیا جاتا ہے) and respect in the eyes of people. He feels comfortable (آرام دہ) and secure in life. He has clear conscience (صاف ضمیر). If an honest person fails in his mission, he does not feel sad. He knows that he has not deceived any body. He will trace his failure to other things than honesty. **A dishonest person** has no goodwill in society. He is not trusted by any body. He wants to get prosperity (کامیابی) by short cut methods. He cheats and deceives other people. His failure is marked with a great sense of loss. He does not get consolation (آسودگی) from his conscience (ضمیر). The same thing can be applied to big nations.

The big nations of the world are mostly dishonest. They profess one thing and do the other. They cheat the under-developed countries. They raise the slogan of peace but they make preparation for war inwardly. They tell lies shamelessly (بےشرمی سے). They are dishonest in each of their actions.

Honesty is not an inborn quality. It is learnt later on. It is through education and training that we can learn this quality. It needs discipline and regualrity in habits. An honest person suffers many hardships in his life. He has to forego (چھوڑ دینا) many material temptations (ترغیبات). He has to leave selfish motives (مقاصد). He should see if his words and actions are considered or not. He must have a check on his dealings. It shows that honesty is a quality which a man can learn after great struggle and hard work.

We can cite here the example of great thinkers, reformers and religious leaders of the world, who sacrificed a lot for the cause of honesty. The example of the Holy Prophet (SAW) will not be out of place to mention here. He was a fully honest person. He was even admired and respected for his honesty by his enemies. They called him " Amin ". The Holy Prophet (SAW) was fully consistent in his beliefs and actions. He did not move an inch from his honest and truthful stand. He suffered great hardships but he did not give up honesty. We quote here the example of Quaid-i-Azam. He was also an honest person. He did not sell his opinion to his enemics. It was his love for honesty and truthfulness that won Pakistan for us. In the same way, many thinkers and reformers sacrificed their lives for the sake of honesty and truth.

In our society, honesty is losing hold. People are after underhand methods to achieve prosperity (کامیابی). They want to become rich by using unfair means. Most of the shopkeepers, businessmen and public men are dishonest in their dealings. The public servants do not do their duty faithfully. They accept bribes for misappropriating the funds. The radio, television and, the newspaper are also dishonest because they conceal (پوشیدہ رکھنا، چھپانا) facts. We can say that we can improve our economic and moral condition if we try to become honest. It is rightly said that honesty is the best policy. The fruits of honesty can be reaped after sometime.

65. Superstitions (توہمات)

OUTLINES:

1. **Superstition is a belief not based on reason.**
2. **Superstition is evil. It gives birth to the forces of darkness.**
3. **Some popular superstitions are practised and believed in the world and especially in Pakistan.**
4. **Ignorance and lack of education are mainly responsible for superstitions**
5. **It is education which can eliminate superstitions from society.**

"Superstition (توہمات) is the religion of the feeble minds" said Burke. It is a belief that has no basis in religion. It is the daughter of ignorance (جہالت) and fear. Superstition is founded on fear and ignorance. It leads men to form false ideas of beauty. Belief in omens (بدشگونی) and oracles (نمائشی اشیاء) belong to the domain (سلطنت) of superstition.

A tree is judged by it fruits and the fruits of superstition are all evil. It has been responsible for a vast amount of cruelty, misery and madness. In olden times, men offered (پیش کرنا) sacrifices to please imaginary gods. In the middle Ages, the belief in witchcraft (جادوگری) led to the persecution (ظلم و ستم) of poor old women, who were believed to be in league with the Devil (شیطان). Even in civilized countries today, superstitions produce narrow mindedness, madness and sufferings.

Superstitions (توہمات) are many and they vary (مختلف ہوجانا)with nations and localities in kind and degree. In Asia and Africa, people are perhaps more superstitious than they are in the European countries. Certain things or moments are believed to bring ' luck ' and others are thought to be ominous (بدشگونی). We find it all over the world. An English villager would associate (وابستہ کرنا) good luck with **black cats, horse shoes** and **finding of a pin or shell** (کارتوس کا خالی حصہ). He will associate bad luck with the howling of **the dogs, the spilling of** salt, (نمک کا گرنا) **the number thirteen and walking under a ladder** (سیڑھی).

In our country too, we have similar superstitions. The sight of a corpse on the right side or that of a snake, is considered to be ominous. One should, not undertake a journey, if one sneezes (چھینک مارنا) at the time of start. The appearance (ظاہر کرنا) of a cat at the time of journey is always thought evil. Some old women are thought to have supernatural powers (مافوق الفطرت قوت). The ugliest they are, the more powerful they are thought to be. The belief in the witches (جادوگرنیاں) is widespread. The screeching of owls (دردناک آواز) and the ravens (کالے کوے) is thought to be a bad omen (منحوس شگون) in Pakistan as well as in England. Then there is the belief in ghosts. Ghosts (بھوت) are common in our villages.

Superstitions always hamper the progress of people. Popular superstitions have a long history. We inherit (ورثہ میں ملنا) them from our forefathers. Giants still stalk (گھومنا پھرنا) our forests. Ghosts, spirits and fairs are still common in the modern world. Many cruel things have been done in the past because of belief in superstitions.

Only education can eliminate (ختم کرنا) the superstitions from the world. As knowledge increases, superstition decreases. The advancement in scientific knowledge has removed our irrational (غیر عقلی) fears and superstitions.

66. Beauties of Nature

P.U. 1988

OUTLINE:

1. **Nature is always beautiful and it consists of all natural objects which God has created.**
2. **The animals, birds, insects, plants, trees, sky and natural sight are also beautiful.**
3. **The pageantry of seasons also fills us with delight.**
4. **The objects of Nature link us with God.**
5. **Human beings 'The crown of creation' are defiaitely the most beautiful of all.**

Nature is vast and full of beautiful things which soothe (تسکین دینا) our physical and emotional (جذباتی) senses. Beauty of nature is somewhat immortal,(لافانی) infinite (لامحدود) and ever lasting. The beauties of nature are a complete reflection of artistary of God (ذات کی صناعی). Physical beauty of nature may perish for the time being but as a "thing of **beauty is joy for ever"** so the impact of that beauty on mind would never pass into nothingness.

Beauties of nature are such a treasure which can never exhaust. (ختم ہونا) Nature has many faces. They are every where. Human eye encounters the beautiful objects at every blink.

One of the many beautiful aspects of nature is the glory of the sunrise and sunset. A person who has aesthetic sense (جمالیاتی حس) will never be able to ignore the beauty of red glow of the rising sun, and the fading twinkle of the stars. Similarly the beauty of the sunset has inspired many a sensitive and artistic people to compose praising verses, write beautiful prose and paint and capture the scene on canvas or in camera, for ever.

The night sky has another face of natural beauty. As far as the eye can see, the brightly twinkling stars (روشن ٹمٹماتے ستارے) and bewitching light of moon (چاند کی سحر کن روشنی) have no other equal to it. Under the effect of moon light, this earth also becomes a fairly land, and a dream world.

The changing seasons have their own beauty which have been captivating(مسحور کرنا) human mind for centuries and will keep impressing it till the end of universe. **Spring** is the sweetest of all seasons and undoubtedly the queen of seasons. In this season, the earth is full of greenery, colour and fragrance.(خوشبو) Spring is the season of beauty and charm, hope and happiness, life and merry - making. The woods, the plains, lush green fields and meadows (چراگاہ) swaying green trees are there to attract us. The spring holds endless and countless charms and beauties. **Autumn** has its own golden, brown and ripe colours. Life which has started in spring matures in autumn. This is a season of ripeness, maturity (پختگی) and completion. **Summer** is the season which helps the process of maturing. It has its own attractions and beauties, in the form of very tasty fruits and vegetables.

Winter with its cold, frost and fog has another dimension of beauty. It is a season of white grey and black colours. Snow and frost have stunning effect on human mind and is no less attractive than dark clouds and whistling winds.

On one side, nature has the grandeur (شان و شوکت) of high, heaven kissing, snow capped mountains and deep green valleys. On the other side it, has the mysteries (پر اسرار) and immeasurable beauty (ناقابل پیمائش حسن) of deep blue seas. Nature preserves beauty in sandy desolate and barren deserts(بنجر صحرا) in the form of oasis.(نخلستان) Its tall date the trees growing around the spring of clear water show the most beautiful scenes to tired and thirsty travellers.

Nature has endless treasures of beauty in the form of different beautiful living creatures. The world of birds, beasts, insects, reptiles (سانپ، کیڑے مکوڑے) and fish are teeming with millions and millions of species which have different shapes, sizes and colour and are the inhabitants (باشندے) of earth, sky and water. They are every where and all the time. They are beautifying the nature simply by being there.

Human beings, **"The crown of creation"** are definitely the most beautiful of all. Their beauty is present in their form of body, brain and soul. Beauty is present in the form of human creations such as mother, sister, brother and father, friend and companion. It is present in the smiling face of a child, praying hand of a mother and worried form of a father. It is present in reassuring hand shake of a friend, soothing touch of a brother and love of caring sister.

67. The Modern Youth OR The Problems of Young People

OUTLINE:

1. **Youth is the most thrilling and active period of man's life.**
2. **The modern young man has become a rebel (باغی) to society. He does not accept the normal moral values of society.**
3. **The causes of revolt of a young man are many. They are against the unjust economic and social order.**
4. **Unemployment and ever increasing prices of different things have also disturbed them.**
5. **The Govt. must address to the grievances (شکایات) and complaints of students.**

Man has various phases (ادوار) of life, childhood, youth and old age. The years of childhood and boyhood are a period free from earnestness (سنجیدگی) and cares of life. It is only in youth that one comes to taste some of the realities of life. To be young is indeed very thrilling (پرجوش ہونا). It is a period of life when the physical, mental and spiritual (روحانی) powers of a man near maturity (پختگی). These powers bloom and flourish (پروان) (چڑھنا) in a free and unrestrained (آزاد) atmosphere.

The young man is conscious (باخبر) of overgrowing energy and power. He is hopeful, optimist (پرامید ہونا) and ambitious (پرعزم). He wants to tap all the sources (ذرائع کو مسخر کرنا) of world and intends to become the king of all he surveys (جائزہ لیتا ہے). The boundless aspirations (ناقابل تسخیر عزم) and ideals are the very essence (جوہر) of youth. A young man is passionate (جائزہ لیتا ہے). He lives in the present and is '**unmindful** of the future. He rushes in where angels (فرشتے) fear to tread (چلنا). He is thoughtless and foolish in many of his actions. He lacks experience and maturity (پختگی). He sows wild oats (عیاشیاں کرنا) and commits many blunders. We can say that youth is a period of irresponsibility.

The modern young man has become a rebel (باغی) to society. He does not accept the normal moral values of society. He loves violence (تشدد) and wants to lead a life of freedom. Everywhere in the world, the young man is seen confronting the forces of law and order. He is the great enemy of accepted values of society. In the newspapers, we read news about their clashes (تصادم) with police. They bring out processions and address public meetings. Their expression of revolt (بغاوت کا اظہار) take different shapes. They drive their vehicles fast. They sing songs of love and keep long hair. They smoke before their parents, teachers and elders. Everywhere in the world, they are fighting for a change.

The causes of their revolt are quite obvious. **First, they are against the unjust economic and social order. Majority of the people are getting a little.** They are against the deep hatred which lies among different countries. They want to have a better world. They want to promote international understanding among different nations of the world. They want peace, justice and order in the world. They are against modern materialistic trends (مادہ پرستی کے رجحانات) of the world. They are against hypocrisy (منافقت) insincerity (خود غرضی) and falsehood in every field of life.

Secondly, they find that the conditions existing in the field of education are not favourable. There exists many disciplinary laws and rules which control their activities. They do not enjoy proper freedom in universities and colleges to promote their healthy activities. Moreover, after getting education, they do not get jobs according to their ability and qualification. They demand an end to artificial (مصنوعی) barriers (رکاوٹ) between the students and teachers. They are very sensitive (حساس) to cheating and fraud that is practised in the examinations. They are also not satisfied with the courses and syllabus of teaching. These factors are responsible for their unrest and revolt

68. Happiness

OUTLINE:

1. **It is very difficult to give a proper definition of happiness. Happiness is the name of a mental and spiritual condition.**
2. **Happiness is the chief end of man's life in this world.**
3. **There are a number of factors which play an important part in making us happy or unhappy.**
4. **Health of body and mind is an important condition of happiness.**
5. **Wealth and material means is another factor responsible for human happiness.**
6. **Real happiness comes out of contentment and peace of mind.**

It is difficult to give a convincing definition (موزوں تعریف) of happiness. It is a thing to be felt or experienced but which cannot be explained or reasoned out. If we ask a happy man how he feels, he may not be able to make us understand. However, happiness is the name of a **mental and spiritual condition** (روحانی حالت). It is not anything material which can be seen adding to man's weight, volume or outward appearance. Only this much can be said that a happy man is he who is perfectly satisfied with his life and seems to be enjoying every thing.

Happiness is the chief end (مقصد) of man's life in this world. Everybody likes to be as happy as possible. All of our efforts are directed to achieve this goal (منزل). Whatever we do is aimed at making us more happy than we are. Inspite of that nobody is really and perfectly happy in this world. This is because happiness is not an apple that we can peel (چھیلنا) and cut. There are a number of factors which play an important part in making us happy or unhappy.

Our happiness depends so much on circumstances (حالات) beyond our control that it is not possible for any man on earth to be perfectly happy. For example, health of body and mind is an important condition of happiness. A man may be extremely wealthy, have all the comforts and luxuries of life (زندگی کے تعیشات) at his command, but if he is suffering from any disease, he cannot enjoy any blessing of life and remains dissatisfied amidst plenty. Mental and physical sufferings are the common lot of all of us and usually keep us unhappy.

Wealth and material means (مادی ذرائع) are other factors **another factor responsible for human happiness.** A poor man may enjoy good health but he may have nothing to feel his starving children (بھوکے بچے). Even a satisfied person may be unhappy on account of the unhappiness of other people living around him. Even if we ourselves are satisfied with life, the sorrows and miseries of our relatives and friends influence us and make us unhappy. It was this that made Sophocles say that no man should be called happy till he is dead.

In this age of material advancement (مادی ترقی) money means everything. People worship the god of wealth and give it all importance. Poor people always think that a rich man is very happy in this world. He can buy all the facilities of life (زندگی کی سہولتیں) and can enjoy all the comforts and luxuries of life. But this is only a delusion (دھوکہ). A rich man is not necessarily a happy man. Riches and material means of well-being do not constitute (بنانا) happiness. A rich man can buy everything except happiness. Many times it so happens that a rich man is fed up (اکتا جانا) with his life and commits suicide (خودکشی).

As a matter of fact, wealth and happiness seldom go hand in hand. When wealth comes to a man, it brings new worries and difficulties for him. People feel jealous of him (حسد محسوس کرنا) and try to harm, steal or rob him. He has to remain vigilant (چوکس) all the times. This spoils his freedom and peace of mind. Loss of wealth in any way is a great shock (صدمہ) to man, and such shocks alway come to rich men only. Rich people generally feel envious (حاسد) of the poor who have nothing to lose and enjoy sound sleep.

Real happiness comes out of contentment (قناعت) and peace of mind. But a rich man can never be contended. It is only a life of simplicity and contentment which can bestow happiness on us.

69. Pleasures of Childhood

P.U. 2006 B.A Group-I, P.U. 2008 B.A Group-II, P.U. 2011, P.U. 2014

OUTLINE:

1. Childhood is the earliest period of a person's life. In this period of life, the memory of child is very temporary.
2. Cares, troubles and worries are not the part of life in childhood.
3. A child receives great love and affection from different members of his family.
4. My childhood was marked with freedom of action. It was free from worries of life.
5. The childhood memories are often praised by poets and thinkers.

Childhood is the earliest period of a person's life. This is the period when memory is not very sharp and lasting. Up to the age of two to three, a child easily forgets happy or unhappy moments. He has only animal instincts (سفلی جبلتیں، خواہشات) to pursue. The emotional moments do not have strong impact (اثر) on a child's mind. From that age onwards, his emotional senses start developing, while philosophical and spiritual selves need rest of the be developed for the rest of life.

As a child grows up, he feels more and more attached with his childhood because the evergrowing responsibilities, overpowering demands of life and rapid awakening (تیز بیداری) of the world around force him to be nostalgic about (ماضی کی یاد) childhood. The oppressing demands of life(زندگی کے بوجھل تقاضے) force him to take refuge in the dim, happy and carefree memories of childhood, when life was smooth sailing with out any worries, anxieties (پریشانیاں) or work. Life was nothing more than eat drink and be merry. The unforgetable charm of child hood keeps coming back to make him happy and move forward in life.

This is the reason that all the grown up claim that childhood is the best part of life. No doubt it is the golden period of life because cares, worries and troubles are not part of this period. A child has parents to serve him and pamper him.(پرورش کرنا) All the family is ready to shower him with blessings of love. So the kindness of parents, love of brothers and sisters merry games and fun with friends at school, hide and seek in the backyard, old dear home, chocolates and cakes, parties and family gatherings, everything try to come back and make them smile. So comparison between past and present would make them wish that they could be children again.

Similar is the case with me. When I recall the days of my childhood, I feel happy and excited to remember the golden period of my life. At that time, I was carefree, high spirited and easily delighted with life. I used to wander like a free soul in the open fields enjoying the natural beauty in the pastures. I would climb trees, run like a deer across the pastures, ride a pony and swim in shallow ponds. (چرنا) There was no burden of homework or anxiety (پریشانی) over unfinished business. Everyday was a new day to discover and enjoy the small delight of life. Life was beautiful, pure innocent and without any feeling of corruption around.

My child hood is full of such incidents which still have the power to make me smile and relax.(آرام پہنچانا) When ever I see a juggler with monkeys, I am reminded of my childhood. I used to love the tricks of monkey by which he tried to attract the attention of his beloved. He was always successful in the end and two of them would jump upward and back ward happily. I was very happy to see them happy together.

I still remember the hot summer noons, when my cousins and I used to catch sparrows.(چڑیاں) The immense pleasure of catching, caging and then setting the sparrows free would give me a feeling of power and domination (غلبہ) over those helpless tiny creatures. (ننھی منی مخلوق) Then generous act of freeing them would fill my heart with childish pride.

(G) Subjects related to Economics and National Development

70. Child Labour

OUTLINE:

1. **The children are used to render cheap labour in the factories, shops and business centres.**
2. **The children are employed to yield labour for many reasons.**
3. **Pakistan is an under developed and poor country. In order to fight against poverty, the parents send their children to work at different places.**
4. **The children are maltreated by the employers.**
5. **Child labour can be finished if the social and economic condition of the poor is bettered by the Government.**
6. **The feudal or jigardi system must be abolished.**

Child labour is a common thing in Pakistan. It is very popular in all parts of our country. The children are used to render cheap labour in the factories, shops and business centres. They are also employed at the filling stations, bakeries, hotels, and offices of different firms. Child labour is available in all developing and poor countries.

The following reasons are responsible for child labour in our country.

First: Pakistan is a poor, backward and under developed country. Its population is on the increase. Poverty haunts one home or other. Poor parents cannot offord to send their children to schools for education. Education in our country is very expensive (مہنگی). In order to meet daily expenses of life, they send their children to earn money. In this way, they add to their income.

In the villages, the feudal lords (جاگیردار) employ children for the cultivation of fields and marketing of their production. They pay to these children a very meagre (قلیل) amount of wages. The children are forced to work in the fields. If they do not cooperate, their parents are punished and beaten by the land lords.

The children are maltreated by the employers. They are abused and insulted if they become a bit careless in their word. They are beaten and punished. They are given very low wages for their work. They are made to work from morning till night. They are kept hungry. They are forced to lead a life of pain and sorrow.

In our country, there exists a law against child labour, but it does not operate practically. The children do not get any relief from this law. The labour department is bribed to remain silent about the painful condition of children. The children are bound to suffer. We can make an end of child labour by acting upon the following steps.

i. Child labour can be brought to an end when large scale social and economic reforms take effect in our country. **In the first place,** the economic condition of the poor people must be made better. Measures should be taken to make an end of poverty. The poor parents do not send their children to school for fear of starvation (بھوک). They can send their children to school if their economic condition is made better. Education for the poor must be made cheap.

ii. The feudal or 'Jigardi system must be abolished. If it happens, the landlords will not employ children to work at their fields.

iii. The Govt. should make a law for universal education for everybody. The parents who do not send their children to school, must be fined and punished. However, they must be given ample resources (کافی ذرائع) to lead a good life. Without improving their economic condition, it is not possible to end child labour. In order to improve their economic condition, they will continue to send their children to work at factories, shop and business centres.

71. Poverty in Pakistan

OUTLINE: **(P.U. 2014)**

1. **Pakistan is a poor and under developed country. The majority of our population does not have enough food to eat, good clothes to wear and a house to live.**
2. **The causes of poverty are many (a) population explosion (b) illiteracy (c) Feudalism (d) scarcity of jobs.**
3. **We can end poverty by following the under stated methods.**
4. **We should set up a system where we can practise rules of economic justice.**
5. **'The population explosion must be controlled.**

Pakistan is a poor and under developed country. Most of its population lives in entirely adverse circumstances. (مخالف حالات). Some reports reveal (ظاہر کرتی ہیں) that more than forty percent population of Pakistan live below the line of poverty. The average income of a poor Pakistani is less than two dollars. A large number of people in our country do not have proper place to live. This miserable condition has given birth to a large number of beggars and needy people, who live on the charity (خیرات) of the rich people. The economic condition of an average individual is very pathetic.(قابل رحم)

Firstly: We are facing a population explosion. There are more mouths to feed than there are hands to earn. One member of the family has to feed and support a large family. His income is limited. He cannot afford to maintain a large family. He works hard and consequently (نتیجے کے طور پر) he falls ill and dies. Then his wife steps in, works in village field or city homes to bring up her children. This cycle of poverty goes on. A poor remains poor the whole of his life. The main cause of poverty in Pakistan lies in the difference between the resources and the population increase.

Secondly: Most of the people in Pakistan are uneducated. They are ill equipped to lead a good life. They do not know the modern methods of farming. They are ignorant to better ways of earning money in the mills and factories. With poor knowledge of life, they cannot increase production in mills and factories. Modern machinery is mostly computerized. An uneducated person cannot understand and operate computer. How can he add to his income? The result is that he remains poor till the last moment of his life.

Thirdly: Our economic system is based on feudalism (جاگیرداری نظام). A big landlord keeps the small farmers and workers under his political slavery. The 'haris' in Sindh, for example, have tried to get freedom from the feudal lords but to no avail. In Baluchistan, there exists the **'sardari system.'** This system does not allow the children of a poor farmer to get education and find good jobs. Higher education is open only to the children of big landlords and sardars. In Punjab and NWPF the same condition exists.

The economic condition of the small farmers and workers cannot become better in the presence of feudal lords.

Fourthly: Pakistan is a country where there is no social, cultural and economic justice. The rich people in Pakistan are becoming more rich, while the poor are becoming more poor. The economic disparity (معاشی فرق) between the rich and the poor has eaten the very vitals of society.

Fifthly: Poverty in Pakistan exists due to scarcity (کمی) of jobs in the public and Govt. sector. Our rulers are not responsible, dedicated and missionary. They failed to build new dams, a network of industry and roads in the country. The shortage of electricity and gas has resulted in the lock up of mills and factories. New factories were not set up in the past. The result is that our uneducated worker remains unemployed. The educated people have degrees, but they do not have opportunities to get job.

Many countries in the world have solved this problem. Pakistan too can solve the problem by controlling over population and educating the masses.

72. Unemployment

OUTLINE:

1. **A person who does not have any means to earn is called unemployed.**
2. **Unemployment is a universal problem. Every country faces it.**
3. **Unemployment produces very serious problems for the unemployed as well as for the young people.**
4. **The causes of unemployment are many; defective system of education, over population and unjust distribution of wealth.**
5. **We can overcome unemployment to some extent by controlling the growth in our population and removing the defects of our education system.**

A person who does not have a work to earn his livelihood (روزی) is called an unemployed person. **Unemployment** is a universal problem(آفاقی مسئلہ). Everybody faces it. Even the developed countries like Britain and America face it. **Unemployment** exists **at two levels** in our country. There are uneducated people who have no source of income in this country. Unemployment also exists among the educated people. This is very dangerous in its results.

Thousands of persons holding master's degrees are out of job. There are numberless doctors, engineers and scientists who have degrees in their hands but they are unemployed. Even people with foreign qualification wander aimlessly in search of jobs. There are many thousands of unemployed labourers, farm workers in villages and workers in cities who are daily bread winners(روزی کمانے والے) . Sometimes they do not get work for days and weeks together.

The causes of the large scale unemployment are many. **First, our system of education is defective(ناقص).** It does not fulfil our social and economic needs. It aims at producing clerks and peons instead of technicians and skilful workers. It needs scientists, technical hands and skilful workers. Our education produces young graduates who do not like to work with their hands. We must change our education and harness (کے مطابق تیار کرنا) it to the economic needs of the country.

Secondly, our country is not much advanced(ترقی یافتہ) in industry. We have a few mills and factories. We cannot absorb (جذب کرنا)all jobless people in these factories and mills.

Thirdly, the industry of the country is controlled by a few privileged people (لوگ). They do not let others share their experience and capital(سرمایہ). If they make a little sacrifice(قربانی), they can raise a net work of industries in the country. The educated people have neither the opportunity(موقع) nor the capital to set up an industry. The industrialists(صنعت کار) can give an incentive(تحریک) to the educated people to set up new factories and mills.

Fourthly, our population is increasing rapidly. It is very difficult to provide jobs to such a large number of people. They go on increasing every year. Our country is under developed and its sources are limited.

Large scale unemployment **has very bad effects upon the progress of the country.** Unemployed people do not take part in the development of the country. Moreover, the unemployed people in any society suffer from inferiority complex(احساس کمتری). They suffer from the agony(تکلیف) that they are worthless(نکمے) and good for nothing. Unemployment brings frustration(محرومی قسمت) and disappointment (مایوسی) among the educated as well as the uneducated people. It brings in its wake (عرصہ) hunger, starvation(فاقہ) and disease. It produces a feeling of revolt(بغاوت) among the unemployed.

73. Kalabagh Dam

OUTLINE:

1. **Pakistan is suffering from an active shortage of electricity. The gap between demand and supply of electricity is widening day by day.**
2. **There are several natural elements from which energy is derived. They elements are coal , oil and gas.**
3. **Dams should be built to generate electricity.**
4. **The proposed project of Kala Bagh dam is located on the Indus River 144 Kilometer downstream of confluence (سنگم) of Kabul and Indus river.**
5. **Kala bag dam will be the main source of producing cheap electricity.**
6. **The construction of Kala bag dam is a must for the prosperity of our country.**

Pakistan is suffering from an active shortage of electricity. The load shedding of electricity has become a routine matter in the country. There is profound (گہرا) difference between the present demand and supply of electricity. The population of Pakistan is increasing at a tremendous (بہت زیادہ) rate. The gap between demand and supply of electricity will widen keeping in view the accelerated (تیز رفتاری) increase in population. The result is that the rate of electricity is going up every year in the country. Moreover, for want of sufficient amount of electricity, the economic and industrial progress of the country is at stake.(خطرے میں ہے)

There are several natural elements from which energy is derived. (حاصل کی جاتی ہے) These elements are **coal, oil and gas.** These natural resources are to generate electricity. It is generally agreed that generation cost for the thermal power ______ from furnace oil, coal and natural gas ____ is at least five to twenty times more than that of the cost of hydral power generation (پیداوار) . The construction of Kala Bagh Dam has been declared by the engineers and the scientists as a cheap source of energy. It is going to play a vital role in the economic and industrial development of the country.

The history of Kala Bagh Dam could be traced back to our four decades. In 1953, it was identified as a potential dam site for water storage as well as power generation.

The Kala Bagh Dam project includes construction of 260 feet high dam to create a reservoir (پانی جمع کرنے کیلئے بہت بڑا تالاب) with the capacity of 6.1 million acre feet (MAF). It could be used for power generation, irrigation (زراعت) and flood control. The proposed project has two spillways having discharge capacity of a little over two million cusecs. The right bank will be used for disposal of flood water, while the left bank will house a power station connected with 12 tunnel conduits (پانی کی سرنگیں) . The ultimate power generation capacity is said to be 3600 MW.

The proposed project is located on the Indus River147 Kilometer down stream of the confluence (سنگم) of Kabul and Indus River. (دریائے سندھ)It is almost 120 miles up of the Tarbela Dam and fifteen miles up the Jinnah Barrage in Mianwali. The proposed reservoir has a maximum retention level of 925 feet based on sea level at Karachi. The modified project has the reservoir(پانی کو ذخیرہ کرنے والا بڑا تالاب) whose maximum retention level is 915 feet from the sea level. It cannot pose threat to Mardan (970 feet), Nowshera (935 feet) and Swabi (1000) feet.

Inspite of the great utility of the Dam as a cheap source of energy, it has sparked off a controversary. (بحث و مباحثہ)Except Punjab, the announcement of constructing the Dam was received with a wave of protests, rallies and sit-ins.

The construction of Kala Bagh Dam is a must for the prosperity(خوشحالی) of the coming generation. Pakistan has not built any hydro dam since 1975. Though many private power plants including the 1292 MW. Hubco, have been allowed to generate and sell electricity. But electricity which these plants sell to Pakistan is very costly.

The immediate benefit of the **construction of Kala Bagh Dam is** that the 40000 people belonging to Kohat and Peshawar will get job opportunities.

74. Inflation OR Rising of Prices

P.U. 2009 B.A. Group-II

OUTLINE:

1. **Prices of necessities of life are increasing constantly.**
2. **The problem of inflation is a serious headache in every country.**
3. **Inflation encourages malpractices in trade and business. People fall a prey(شکار) to moral evils. (اخلاقی برائیاں)**
4. **There are many factors which cause inflation.**
5. **Government should adopt healthy measures to stop inflation.**

The prices of necessities of life are rising constantly (مستقل طور پر) . They are posing a serious problem for everybody in the country. The problem of rising prices has become a universal problem (آفاقی مسئلہ). This problem assumes an acute form in (بدترین) (حالت) the developing countries, like Pakistan. The majority of people in our country belong to the low income group. Usually they have very meagre sources of income (کمزور ذرائع آمدنی). Very often the income of people is fixed . Therefore, they are hard hit by the high prices of essential goods (اشیاءِ ضرورت) which register a rise every week and every month. The result is that the standard of living of the poor people is dwindling (کم ہونا) day by day.

Inflation has an adverse effect on (مخالف اثر)different sections of society. Most of people have not sufficient means to buy the necessities of life. They are compelled (مجبور) to use unfair means to have them. In this way, the society is troubled by ick-pockets (جیب کترے), thieves and robbers (ڈاکو)etc. Those government servants who annot make both ends meet(مشکل سے گزارہ کرنا) become corrupt. They abuse their powers and accept bribe. In this way, they promote (ترقی دینا)injustice and cruelty (ظلم) in national life.

Rising prices also affect(اثر انداز ہونا) national life in the economic field. The usinessmen think of adulteration (ملاوٹ), black marketing and other methods to aximise their profits(منافع کو زیادہ کرنا). Since the prices of goods are beyond the reach of ommon man, the standard of living goes on falling gradually(آہستہ آہستہ).

There are **many factors** which cause rise in prices. **First,** the most important of these is **the increase in population.** The population of a country is increasing at a rapid rate. (تیز رفتار) But the economic resources do not increase at the same rate(شرح). It results into inflation. (مہنگائی)

Second, if the demand is higher than the supply, the goods will be naturally sold at igher prices. Sometimes the government imposes(نافذ کرنا) higher taxes on certain ommodities(اشیاء) so that their prices go up. The wrong policies of government often ad to hoarding (ذخیرہ اندوزی), smuggling and black marketing of the essential goods.

Third, if a businessman has a monopoly(اجارہ داری) in the production and sale of a rtain commodity, he can raise its price as and when he desires. In developing ntries like Pakistan, the developmental activities usually cause inflation(مہنگائی). The nds and the loans that are acquired (حاصل کیے جاتے ہیں) from foreign countries are ested on different projects. They increase the circulation of money in the country d cause inflation.

Our first duty should be to check the birth rate. We should make a vigorous paganda (زوردار پراپیگنڈہ) in favour of family planning. **Second** the government should impose so many taxes, levies, duties or surcharges on those commodities)which are used by the common man and which are considered necessary for an life.

75. Load Shedding OR Energy Crisis

P.U. 2002, P.U. 2009 B.Sc, P.U. 2010 B.A Group-I, Sargodha 2012, Gujrat 2014)

OUTLINE:

1. **The prosperity of a country is directly linked with the supply of energy.**
2. **The load shedding has affected our country badly. It has disturbed our economic, social and cultural life badly.**
3. **We do not have enough electricity due to following reasons.**
   (a) failure to build more dams (b) failure to create energy by means of nuclear reactors (c) demand is more than supply
4. **We should build more dams to overcome the crisis of load shedding.**
5. **We must use electricity economically in our homes, offices and public places.**

Electric energy is of utmost importantce for the survival (بقا) of modern life. The prosperity (خوشحالی) of a country is directly linked with the supply of energy. Electricity is needed in every sector of modern life. The working of railways, hospitals, business centres, entirely depend on electricity. Without electricity our farms and industry will stop production. Our houses, trade centres, roads, schools and colleges will turn into grave yards. It is unfortunate that the production of such a vital (ضروری) thing is insufficient (ناکافی) in Pakistan. The production of electricity is far less than the growing needs of our farms, industries, mills and factories. The population of our country is growing at a very rapid (تیز) rate. The production of electricity is far less to meet the increasing needs of our future. The result is that we have to resort to load shedding in the country.

The **load shedding** has affected our country badly. It has disturbed our social, economic and cultural life badly. The industry and business of the country come to a halt during the prolonged hours of loadshedding. The hospitals and medical educational centres suffer a lot. The business centres are plunged into darkness. The traffic on roads is disturbed badly. Everything suffers a jolt. (جھٹکا) The whole stream of life stops. Such a thing is not possible if we have sufficient supply of power.

We do not have sufficient supply of power due to the following reasons.

First: We generate electricity from water, oil, coal and gas. Water is the cheapest source of producing electricity. We have failed to build Kala Bagh Dam. Had it been built, the power supply would have been in plentiful and at same time, it would have been cheap.

Second: The electricity generated by coal, gas and oil is very costly. The electricity produced by these elements is called **thermal power**. The setting up of **thermal power** station is highly expensive for a developing country, like ours. The electricity supplied by thermal stations is not affordable for the consumers. It is not even suitable for the competitive industry of the country.

Third: We can produce electricity by nuclear energy. Nuclear power stations are not easy to set up. The nuclear reactors are very costly. The western countries utilise nuclear energy as a major source of energy. In France, 80% of energy is produced by Nuclear reactors. This is not possible in Pakistan.

We suffer from shortage of electricity due to the following reasons also:

i. The demand for electricity increases due to the electrification of villages. The new housing colonies also need it for domestic use. This has increased the demand of electricity.

2. The use of electricity increases in summer. The use of air conditioners is increasing every year. The consumption (خرچ) of electricity increases as compared with its generation.

3. The measures to save energy have badly failed. The business centres, hotels, roads and streets are lit up during night hours. People use electricity as generously as possible. The entire nation suffers from indiscipline. All lights are always 'on' in the houses.

We can fight against energy crisis by adopting the following measures.

i. The generation of electricity can be increased by setting up more power stations. We should build more dams to store water in order to produce electricity at cheap rates.

ii. Nuclear energy should be used as a major source of energy.

iii. The government should undertake research to find ways and means to generate more power by cheap sources. Solar energy can be used as a main source of energy.

iv. A compaign on electronic media should be started to save energy by all means. The masses should be made aware of the true nature of power crisis.

v. All business centres should be closed after eight o clock at night. Marriages should be held during day time only. In this way, we can save a lot of energy.

76. Water Crisis OR Water shortage in Pakistan

P.U. 2000 B.Sc, P.U. 2011, Sargodha 2014

OUTLINE:

1. **Water is a great endowment (ژ) and blessing of God to man. Without water, life in this world is impossible.**
2. **Water is being wasted and ill used by the people of Pakistan. We are not serious to preserve it.**
3. **The sources of getting water are few and limited. They are (a) rivers, lakes and streams (b) melting of ice bergs (c) drawing of water from the subsoil.**
4. **India controls our rivers. Being our enemy, it is always on the look out to deprive us of water.**
5. **We should build dams to preserve water and generate electricity.**

Water is a great endowment (تحفہ) and blessing of God to man. Without water, life in this world is impossible. Water gives life and energy to everything. It is essential (ضروری) for the life and survival (بقا) of human beings, birds, beasts, plants and trees. It is the main source of energy (بجلی' طاقت) and power. We use it for cooking our food and quenching our thirst(پیاس بجھانا). It is used for washing our clothes and bathing our body. It is the main source of irrigating (آبپاشی کرنا) our fields. Without it, we cannot conceive of life on earth.

Unfortunately, this great gift and blessing of God has been wasted and ill used (غلط طریقے سے استعمال کرنا) by the people of Pakistan. We have never paid any attention to preserve (محفوظ کرنا) and save this great treasure (خزانہ) of Nature. There are many areas in Pakistan where people do not get water for drinking purpose. In the interior Sind, and Balochistan, there are many **towns and villages where people have to carry water from as far as thirty or forty kilometres away from their homes.** The women, children and old men have to undertake long journey to carry water for their daily use. This is a very sad spectacle (منظر). The sources of getting water are very few and limited (محدود). Water is present in the subsoil (زمین کے نیچے) of earth. It is brought to earth by the operation of tube wells and electric motors. **The other source** of water is the rivers, lakes (جھیلیں)and streams. Water comes into rivers and streams by the melting of massive (بھاری)icebergs and glaciers.

This source of getting water is **quite doubtful and uncertain**. Sometimes, the summer season begins late and these icebergs and glaciers are not melted in time. Consequently (نتیجے کے طور پر), the rivers and lakes become dry and barren (بنجر). The country falls a victim to the shortage of water.

In 1960, a treaty (معاہدہ) between Pakistan and India was signed with **World Bank meditation.** (ثالثی) The treaty(معاہدہ) is known as the **Indian Basin Treaty'.** According to it, the control of waters of Ravi, Bias and Sutleg was given to India. It was decided that the Indian Govt. would help Pakistan in the construction of two large dams on the Indus and the Jhelum. But this was never fulfilled. Indian Govt. often stopped the flow of water in our rivers when it liked, out of sheer (مکمل) enmity (دشمنی).

The only way to overcome **water crisis** is to build dams on the river banks. The earliest dams were built to store water for domestic (گھریلو) and agriculture. Hydropower (پانی سے بجلی پیدا کرنا) became a major reason to build dams.

The construction of **Kalabagh Dam** is the need of the time. If it is not built in time, our country is going to face severe starvation (فاقہ) and famine (بھوک' قحط).

77. ADVERTISING OR
THE VALUE OF ADVERTISEMENT/ WORK

P.U. 2008 Group-I B.A, P.U. 2012

OUTLINE:

1. **Advertisement is an essential part of modern society. Without it the business activity may come to an end in the country.**
2. **By means of advertising, we introduce our products and goods to the consumers.**
3. **Advertisement is carried through television, radio, newspaper etc.**
4. **All advertisements are not based on truth and sincerity. Most of them come to be only an eye wash.**
5. **Advertising has many advantages. It keeps us in touch with our cultural heritage.(ثقافتی ورثہ)**

We live in an age of competition (مقابلہ). In this age, advertising has gained a great importance. The business activity in the country mainly depends on advertisements (اشتہار بازی). Only those goods are accepted as popular which put up a brave show. (نمایاں (ہونا By means of advertisement, the manufacturer of a product introduces it in the market. Without advertisement, we shall not know the range of products available in the field.

Advertisement has age-long history. In the past, the things were advertised and made popular by the beating of drums. But in the modern age, the means of advertising have changed. By modern means of mass media (ذرائع ابلاغ), we introduce our products in the market. We can say that advertising **is a means** (ذریعہ)to **communicate (بتانا)to public the merits of different products and goods.** It is done by means of newspapers, playcards, posters (چپکائے ہوئے اشتہار), handbills, (چھوٹے اشتہار)radio and television.

There are many agencies which promote advertisements:

First, T.V. is the most modern means of promoting (ترقی دینا)advertisement. The products displayed on T.V conquer (فتح کرنا) our sense of sight and hearing. They sweep us (بہا لے (جانا away with them. We are forced to form favourable opinion about the things so advertised. **Second,** the newspapers also advertise things which facilitate (آسانی پیدا کرنا) a communication (رابطہ) between buyer and seller. Advertisements related to the sale of cars, houses, shops, factories no doubt produce great facility for the buyer and the seller. It is through advertisements that the eligible (قابل)bachelors (کنوارے) get their brides(دلہن) and the unemployed get jobs.

Thirdly, there are advertising agencies in big cities. They aim at boosting up (بڑھانا) an article (شے) by clever methods. Even substandard products find their way in the market. Sometimes they go to a ridiculous(مضحکہ خیز) length while praising a thing. Advertisements dealing with after shave lotion, oil turning the hair dark, perfumes, cosmetics and shampoos turn out mere trash(معمولی شے) when the actual product is bought.

The advertiser makes his product attractive and popular by means of regular propoganda. He knows human psychology (انسانی نفسیات) and goes on introducing one modern product after the other. A modern man is a great friend of advertiser. An advertiser is well versed (پوری طرح آشنا)in the art of judging human nature. He exploits (فائدہ اٹھانا) our sense of taste. He also exploits (فائدہ اٹھانا)the knowledge of modern science to make his advertisement popular and effective.

Advertisement has **many advantages, First,** it produces an urge(خواہش) for better standard of living. It sets up before a person the goal (منزل) of a better home, better clothing and better food.

Secondly, it brings the producer and the consumer close together. **Thirdly,** it boosts up business and promotes business activity. It has also disadvantages.

78. Dignity of Labour OR
Work is Worship

OUTLINE:

1. **Man has been doing labour ever since he began his life. He tills the ground, works at the mill, strikes on the anvil and does all type of labour to keep his body and soul together.**
2. **Manual labour led to various scientific inventions.**
3. **Manual labour is looked down upon by the people. It is due to a modern industrialism (b) slavery under the British rule**
4. **The distinction between mental labour and manual labour is misleading.**
5. **Manual labour is necessary for the uplift of every nation.**

Man has been doing labour ever since he began his life. He tills the ground (زمین پر ہل چلاتا ہے), works at the mill, strikes on the anvil آہرن - وہ لوہا جس پر لوہار گرم لوہے کو پیٹتے ہیں and does all type of labour to keep his body and soul together. He might have found manual labour (ہاتھ کی محنت) hard and tedious (مشکل) but there was no disrespect (بے عزتی) attached to it formerly. (ماضی میں)

Our material progress in this world owes (مرہون منت ہے) a lot to manual labour. (ہاتھ کی مزدوری) Manual labour led to various scientific inventions. But could we conceive of high buildings, shopping plazas, railways, hospitals, bridges, aeroplanes and all such things without manual labour? Suppose the farmers do not plough and till the soil. Can we get the crop if the farmers do not do hard labour? **Impossible.** There will be no houses to shelter and no clothes to wear our bodies, if the masons, (معمار)carpenters and weavers do not labour. Manual labour produces material (مادی) prosperity.

Unfortunately, manual labour is looked down upon (نفرت کرنا)by the people. It is thought to be inferior by the high ups of the society. Contempt (نفرت) attached to manual labour is due to **two facts.**

First: Modern industrialism has given birth to hatred of manual labour. It is an age of machines. Machines do all type of things. The men who operate these machines with their hands are regarded no better than machines. **Industrialization** has made some men very rich. The industrialists employ labourers to operate their machines. They keep themselves away from the machines and the labourers. There has come into being two sections of people i.e. **have and have not.** The rich begin to hate the poor for their poverty.(غربت)They hate the poor for their poverty and manual labour.

Second: The English ruled the subcontinent (برصغیر) for about a century. They employed the local inhabitants of India as their cooks, tailors, butlers and drivers. They divided jobs into two types, white collar jobs and jobs related to manual labour.

Poor people were refused white collar jobs. They were employed to do work which they considered inferior. In their own country, they loved to do all their house chores(گھریلو کام) themselves. They did not consider it below their dignity to cook meals, wash utensils, sweep the floor and white wash the house. Under the influence of the British rulers, we consider white collar jobs better than the labour of a worker.

The contempt (نفرت) of manual labour is absurd(بےہودگی) and wrong. The distinction(فرق۔امتیاز) **between manual and mental work is misleading.** All manual work, even so called unskilled labour, requires some thought. The skilled worker, the engineer, the carpenter, the builder, the mechanic and the potter (ظروف سازی) is really as much mental as manual. It takes more intelligence to be an expert electrician or a mechanic than to be an office clerk. The idea that a man who works in the officer does superior work than that of a labourer must stand defeated now.

Manual work is necessary not for individuals, but also for nations. Japan and Germany were completely ruined(تباہ و برباد) at the end of World War-II. The people of both the countries laboured hard and established their industry and technology in the world. Take the example of China. It is only the dedicated work of the people of China that it has captured the world market in business and industry.

79. The Problem of Food Shortage

OUTLINE:

1. Food is the essential thing which every one of us requires to keep himself alive.
2. There are many countries in the world where self sufficiency in food is not present.
3. The reasons for food shortage are many (a) population explosion (b) low productivity of certain crops (c) old and primitive methods of cultivation (d) The irrigation system is old and defective.
4. The farmers should be educated to give more yield of crops.
5. The farms should be given loans at easy rates.

Food is the essential thing which every one of us requires to keep himself alive. It is the basic need of every individual and every country. If we do not get food for a few days, we are likely to die.

Unfortunately food shortage is a great problem in the world. There are many countries in the world where self-sufficiency(خود کفالت) in food is not present. Pakistan is one of those countries. We have to import wheat and other foodstuffs from other countries. However, we do not suffer from shortage of food. Our government is alive to this issue. They arrange sufficient quantity of food for its people. There are many countries in the world which are hit by starvation(فاقہ) and famine (قحط).

The developing countries of Asia and Africa are facing this problem.

The reasons for food shortage are many.

Firstly, The population of the world is increasing at a very rapid (تیز) rate. There are more mouths to feed than the food which is available. The result is hunger and starvation. (فاقہ)The most densely populated countries of the world have to face hunger and starvation.

Secondly, The shortage of food occurs(وقوع پذیر ہونا) due to low productivity of certain crops. Wheat is the basic food stuff. In Pakistan, we have not attained self-sufficienty in it. The following factors are responsible for it.

(a) Old and primitive methods of cultivation.

(b) The irrigation system is old and defective.(ناقص) It has never been overhauled to meet the modern needs of agriculture.

(c) The marketing of crops to the cities is very poor.

(d) The farmers are uneducated and illiterate. They fight shy of (جھجک محسوس کرنا)using modern methods of cultivation. They keep themselves aloof from the use of tractors and tube wells.

(e) The farmers do not have enough money to purchase better quality of seeds and manure. (کھاد)

(f) The natural calamities (قدرتی آفات) too destroy the standing and ripe crops.

The goal of attaining self-sufficiency in food is certainly attainable (حاصل کی جا سکتی ہے). It is no doubt a difficult problem. But its challenge must be accepted. There are two types of measures or means which can be adopted to increase agricultural output.

i. **Long term measures. ii. Short term measures.**

The short term measures are the following.

i. We should educate our farmers and convince them to increase the yield (پیداوار)of their fields.

ii. We should give them loans at easy rate of interest. They should be enabled to buy better seeds and good quality of manure. (کھاد).

iii. We must educate them to use insecticides (جراثیم کش ادویات) when their crops are attacked by diseases.

Long term measures include the following.

i. We must have land reforms. The poor farmers and agricultural labourers must be given some piece of land for cultivation . If a poor person is made the owner of a piece of land, he will get an incentive (محرک) to work hard at it.

ii. Irrigation system i.e. the distribution of canal water must be made on fair and just basis.

iii. The government should use their knowledge and experience to control floods.

iv. The farmers must be provided modern implements of agriculture like tractors, harvesters and threshers at easy instalments. If we adopt these measures, we can ovecome the shortage of food in our country.

80. Problem Facing PakistanOR
The Biggest Challenge that Pakistan faces today

OUTLINE:

1. **Pakistan is passing through a critical period of history. It has to deal with many crises(بحران).**
2. **The first crisis which has shaken and disturbed everybody is the economic crisis.**
3. **The economic crisis has frustrated everybody. It has created unemployment among the workers.**
4. **The economic instability has created an atmosphere of fear and uncertainty in the nation.**
5. **Load shedding is another crisis which has brought the progress of the country to a standstill.**
6. **War against terrorism has created a fear of doubt and uncertainty about the integrity (استحکام) of Pakistan in every person.**
7. **The wide spread corruption has eaten the very roots of our country. It has made our leaders crazy to get wealth. They are ready to sell their country for the sake of money.**

8. **The biggest crisis that Pakistan faces today is the dearth of able, responsible, sincere and trustworthy leader.**
9. **It is only a sincere and devoted leader who can face and tide over all types of challenges.**

Pakistan is passing through a critical period of the history. Its unity has been torn by internal and external conflicts. It has to deal with many emerging(ابھرتے ہوئے) crises(بحرانوں سے). These crises are the outcome(نتیجہ) of bad administration of the previous rulers. There is no field of national life which has not been afflicted(مصیبت زدہ ہونا) with one type of crisis(بحران) or the other.

Let us study the nature and scope of the crises which have afflicted Pakistan.

The first crisis which is very horrible(خوفناک) in its implications(نتائج) is the economic crisis. The economy of Pakistan is in a shambles(بری حالت میں) now-a-days. The stock exchanges which are the mirror of the economic condition of a country have totally collapsed(ختم ہو جانا). The banks too are not in a healthy condition. The business industry and commerce of the country have come to a standstill. The foreign investors have left the country and have refused to invest the money in any sector of economic field. The law and order situation has forced them to leave the country. The flight of capital to the western countries has started. The big traders, industrialists, politicians and rich generals have exported(باہر لے جانا) their wealth to the foreign countries.

The country is in the grip(گرفت) of fear and uncertainty. People talk about the disintegration(ختم ہو جانا) of country. The prices of daily commodities of life are sky rocketing(آسمان سے باتیں کرنا). The rates of petrol and furnace oil have gone very high. The buying power of an average man has been badly affected. People face hardships to make their both ends meet(بمشکل گزارا کرنا). We can say that economic crisis is no doubt the worst crisis of our history.

The energy crisis is another serious crisis(بحران) which has shaken the entire fabric of our society. The rich and poor are equally hit by the severe load shedding going on in all parts of the country it has called to a halt all the business activity. Without electricity, no country of the world can make progress in any field of life. The shortage of power has arrested the wheel of industry. It has disrupted(منتشر کرنا) our business and commerce. It has turned our houses, bazaars, religious places into grave yards. It has generated the real economic crisis in the country.

There is another crisis going on the country. It has been generated by our war against terrorism. The war against terrorism has assumed an ugly shape(بری حالت). It was war launched by America against the Taliban. But how it has been shifted to Pakistan. The war against the Taliban has been engineered and fuelled(ایندھن فراہم کرنا) by

America, India and Israeal. But it is being fought with in our territory(علاقہ). This war seems to have no end. It is a popular saying that war settles nothing and involves expenditure(خرچہ) only.

The war against terrorism has produced fear, uncertainty and doubt in the country. Everybody is living under the threat of American attack.

Corruption is another big problem which afflicts the social, political and economic life of our nation. Our leaders and rulers are invested with lust(ہوس، جنون) for money. They can sell everything even their honour, and the country's stability for the sake of money. They are insincere in their intentions(نیت) and dealings. They have lost their creditability(اعتبار). People cannot trust their integrity and truthfulness. Perhaps corruption is the biggest challenge that Pakistan faces today.

But the real and the biggest challenge that Pakistan faces today is the lack of sincere, intelligent, responsible and dedicated(بے لوث) leadership. There is hardly any political leader in the country who is loved by the people for his honesty and integrity.

Pakistan has been dealing with all types of crises in the past. Load shedding of power can be controlled and tided over. War against terrorism can also be finished. The economic crisis can also be surmounted(فتح پانا). But can we give to our nation a sincere and devoted leader? The answer in the present circumstance is 'no'. It is only a sincere and dedicated leader like Quaid-e-Azam who can steer the ship of the nation out of all storms successfully.

The biggest challenge which the nation faces today is the dearth(کمی) of sincere, able and dedicated leadership.

Miscellaneous Essays

81. My Favourite writer OR Poet.

OUTLINE:

1. Iqbal is my favourite poet. He is one of greatest poets of the East.
2. His early and later life is marked with his great interest in poetry.
3. He awakened the Muslims of the sub-continent India and produced in them a spirit to get a separate country.
4. He has advocated the cause of Islam with such fervour as no other writer has done.
5. His poetry is purposeful and marked with mysticism(تصوف) .

Iqbal is my favourite writer. He is one of the greatest poets of the East. He was born in **Sialkot** and educated at **Murray college.** There he came under the influence of **Maulana Mir. Hassan.** From the very beginning, **he was said** to be a talented child (ذہین بچہ). He got his higher education at **Government** College, Lahore. Then he went to **Cambridge** and later to Germany where he got his doctorate. He began his legal practice at Lahore. He did not devote his attention to his profession but entered political life. **He found the Muslims politically backward. It was at this stage of life that he began to write** poems. He wanted to produce a new awakening(نئی بیداری) in the backward Muslims of the sub-continent. He started writing in Urdu. Later on, he used Persian as a vehicle of his expresssion (ذریعہ اظہار).

His poetry worked wonders (جادو کا کام کیا) . It was at one of the meetings of Anjuman Himayat-i-Islam that he recited his famous poem **"Nala-i-Yatim"**. The poem impressed the audience very much. People paid him great tribute (خراج تحسین). He was thought of a symbol of respect and honour. His books **"Bang-i-Dara"** and **"Bal-i-Jabril"** are the products of his great genius(قابلیت). All the poems in them are sublime (
They have great poetic appeal. Some of the lines in them are pure magic. His poetry is burdened with (پُر) the message of Islam.

He has advocated the cause of Islam with such fervour (جوش و خروش) as no other writer has done. He has written many books of poems. Some of his books are in Urdu while others are in Persian. His books have been translated into English also. In his poems, he has done a lot in awakening the Muslims and produced in them a political consciousness (سیاسی بیداری). He brought the Muslims of sub continent of India on a single platform and infused (پیدا کیا) in them unity. He put forward the two-nation theory before the Muslims of India. He pointed out that the Muslims were different from the Hindus in their economic, social and cultural life(ثقافتی زندگی) . They must live in a separate state if they wanted to make progress. In this way, he **was the first to envisage the idea** (تصور پیش کیا) **of Pakistan.**

His poems preach lessons of **unity, faith** and **discipline.** As a matter of fact, they are the mirrors of Islam. Iqbal himself is a mystic (صوفی). He has been greatly influenced by the great Sufi poet Maulana Jalal-ud-Din Rumi. He considers him his spiritual guide (روحانی پیشوا) He has derived a lot from the teachings of the Holy Quran.

Iqbal is my favourite author because his poetry is purposeful. It preaches (تبلیغ mysticism (تصوف) of new order. This mysticism is entirely based on the teachings (کرنا of Islam. We are greatly impressed by the profundity (گہرائی)and depth of his message. He lives in the mind of all Muslims, for his everlasting message (ابدی پیغام) .

82. MY FAVOURITE HERO IN HISTORY
QUAID-E-AZAM MUHAMMAD ALI JINNAH.

(Gujrat 2015)

OUTLINE:

1. **Our history is full of great people. They are men of exceptional qualities.**
2. **He won a separate state for the Muslims and imprinted his name for ever in the pages of history.**
3. **As s child, he was very talented. He received his early education in Karachi. He went to England for his higher education.**
4. **His leadership kindled a new imagination among the frustrated Muslims.**
5. **He infused unity among the Muslims.**

Our history is full of great people. They are men of exceptional qualities (غیر معمولی) (صلاحیتیں of head and heart. They have changed the course of history. They performed wonderful deeds. The Muslims have benefitted (فائدہ اٹھانا) from their remarkable deeds. They serve the nation selflessly. These great men are poets, thinkers and political workers. They impress the common man with the force of their character. People love them. They get guidance from them. There are many great men in our history who have impressed the people.

Quaid-i-Azam is the greatest leader of our history. He won a separate state for the Muslims and imprinted (نقش کیا) his name for ever in the pages of history. I love and esteem (عزت کرنا) Quaid-i-Azam for many reasons: **First,** he was a sincere and devoted leader of the Muslima. He was an intelligent and lively thinker. He awakened (بیدار کیا)

the Muslims from their slumber (نیند) . He told them that they were a separate nation from the Hindus. Their way of life was different from the Hindus. They needed a separate country where they could live according to their culture and religion. In this way, he impressed upon the mind of the Muslims of India the necessity of a separate country.

His real name was Muhammad Ali Jinnah. He was born to a businessman of Karachi. He was an intelligent, responsible (ذمہ دار) and serious child. He received his early education in Karacih and Bombay. In his student life, he observed the rules of discipline. All this pointed to his future greatness. After completing his education at school, he proceeded to England for higher education. He was admitted to the degree of Bar -at- law. He returned to India in 1896. At that time, his father's business was not running well. He left Karachi and went to Bombay to try his luck. At the same time, he began to take interest in politics. It was the time of freedom from the British. In the beginning, he joined the Indian National Congress but soon left it on seeing the evil designs (برے ارادے) of the Hindus. He joined the Muslims League and became its leader. **I love Quaid-i-Azam for another reason.**

His leadership kindled (پیدا کیا) a new imagination among the frustrated Muslims (مایوس مسلمان). He created political consciousness (سیاسی بیداری) among the Muslims of India.

He collected the Muslims on one platform. He created in them a spirit of unity. He fought against the Hindus on the one hand and the British imperialists (برطانوی سامراج) on the other hand. His battle was peaceful. His enemies tried to purchase (خریدنا) him but he remained undaunted (نڈر). He was a man of great determination(مستحکم قوت ارادی). He worked very hard for his nation in spite of his failing health. The Hindus and the English were equally afraid of his political insight (سیاسی بصیرت) and sound character. He made numberless speeches in which he demanded a separate state for the Muslims.

In 1940 the famous Pakistan Resolution (قرارداد پاکستان) was adopted. It was due to the sincere efforts of the Quaid-i-Azam that the British decided to leave India.

He came to Pakistan after its establishment. He was called the father of the nation. He became its first Governor General. Alas!! he did not live long to steer the boat of weak and feeble nation (کمزور) . He died in harness (آخر دم تک کام کرتے) on 11 September, 1948. It was a sad day for all of us.

83. Why I love Pakistan? OR Patriotism

Breathes there the man with soul so dead,
'Who never to himself hath said
This is my own, my native land?

Patriotism is a deeply planted instinct (جبلت) in the human heart. It is more than a mere (صرف) sentiment (جذبہ). In moments of crisis (بحران کے لمحات), it even inspires the coward (بزدل) to do deeds of heroic adventure. An exile's (جلاوطن) longing for his native land is the commonest form of patriotism. Goldsmith, himself an exile (جلاوطن), wrote in the Traveler:

'The patriot's boast (فخر), where'er we roam,
His first, best country ever is at home.

The exile can never forget his home. Tennyson the great poet was a patriot to the marrow (گودا) of his bones. Here is a relevant extract.

There is no land like England
Where'er the light of day be
There are no hearts like English hearts
Such kinds of oak as they be

Like the English poet, Tennyson I also love Pakistan to the marrow (گودا) of my bones. I love Pakistan more than my own life because my existence (زندگی) has no value apart from it. It is the land which has nourished (پالا) and sustained me. (قائم رکھا)

My flesh and blood are the product of this piece of earth. I eat its food, drink its water and breathe its air. I have become used to its climate; its vegetables and fruit which cannot be available anywhere else. I love it because its soil has gone into my bones and my being. For the love of my country, I sing with the great poet Kipling.

O Land of our birth! we pledge to thee,
Our love and toil in the years to be;
When we are grown and take our place,
As men and women with our race.

I love Pakistan because I feel its culture and civilization in my blood. It is not a piece of land to me but a symbol (علامت) of everything that I cherish (محبت کرنا). Its social life, its customs, traditions (روایات) and moral values have gone deep into my outlook of life. In this piece of land, there is full freedom of expession and action, in the political,

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religious and economic fields. There does not exist any class distinction (برتری اونچ نیچ) and religious barriers in my country. Every citizen of Pakistan enjoys equal rights and privileges. (حقوق) No one is above law on the basis of wealth and power. Our constitution safeguards the freedom, rights and privileges (حقوق) of every one. But unfortunately the superiority of law was not maintained and kept by the corrupt rulers. (نااہل حکمران)

It is a land where talent and merit rule supreme. Our young men and women have set new records in the fields of education, games and sports, and art. Our brave and fearless soldiers have written new tales of bravery and sacrifice. Our brave soldiers like Major Aziz Bhatti and many others shed their blood to protect this land from the evil designs of the aggressors (غاصب). **Every handful of its dust is mixed with the blood of these martyrs.** (شہید) I love Pakistan because it is the land of the great poet of East Dr. Iqbal and the romantic poet Faiz Ahmad Faiz. I love it because Dr. Qadeer the great atomic scientist lives in it.

In the end, I should say that I love Pakistan because it is the fountain of my life, safety and honour. To sum up in the words of Horace **"It is sweet and glorious to die for one's country.'** If an occasion arises, I shall also sacrifice my life for the sake of my country. Death for the sake of one's fatherland is the most glorious exit. (دنیا سے جانے کا شاندار طریقہ)

"And who can die better
Than facing fearful odds
For the ashes of his fathers
And the temples of his gods."

UNIVERSITY OF THE PUNJAB

B.A./B.Sc. Part - II

Annual Examination - 2018 Roll No....................

(Group-I)

Subject: English Language-II **TIME ALLOWED: 3hrs.**

PAPER: English Language-II (Compulsory) **MAX. MARKS: 100**

NOTE: ATTEMPT ALL QUESTION FROM SECTION-I AND SECTION-II

SECTION-I

Q.1 Attempt any two parts from the following (150-200 words each) (20)

1. Narrate Gloria Emerson's experience of taking the plunge.
2. What were the feelings of Scott on landing on the moon?
3. "It is very easy to see fanaticism in other people, but difficult to spot it in oneself". Do you agree?

Q.2 Attempt any two parts from the following (150-200 words each) (20)

1. What are the important themes of the novel "The old man and the sea?
2. What is the significance of the "Sea" in the novel?
3. "Man is not made for defeat" Elaborate?

SECTION-II

IMPORTANT NOTE: Over attempted idioms / correction of sentences will not be marked. Only the first five will be marked.

Q.3 Write an essay with outline on any one of the following topics (300-250 words)(25)

1. Female Education
2. Decline of economy in Pakistan
3. Problems of working women
4. Judicial system in Pakistan
5. Moral values

Q.4 Correct any five of the following sentences. (10)

1. Many a men are killed in the battle.
2. What makes you to look so happy.
3. I admitted my brother into school.
4. The judge disposed the case at once.
5. Ali's business was hardly hit be strikes.

6. She was failed in B.A.
7. The men is mortal.
8. He is the wisest of the two.
9. She died from cancer.
10. Either he or I are right.

Q.5 Use any five of the following idiomatic expressions in sentences (10)
(No extra attempt will be marked)

(a) By fits and starts
(b) At hand
(c) Ins and outs
(d) Get wind of
(e) Bring under
(f) Neck or nothing
(g) Fix up
(h) Flesh and blood
(i) Put up with
(j) Turn to account

Q.6 Write a letter to the editor of a newspaper about drugs among students. OR (15)
Write an application to the secretary Education for the post of English teacher in you College.

UNIVERSITY OF THE PUNJAB

B.A./B.Sc. Part - II

Annual Examination - 2018 Roll No..................

(Group-II)

Subject: English Language-II **TIME ALLOWED: 3hrs.**

PAPER: English Language-II (Compulsory) **MAX. MARKS: 100**

NOTE: ATTEMPT ALL QUESTION FROM SECTION-I AND SECTION-II

SECTION-I

Q.1 Attempt any two parts from the following (150-200 words each) (20)

1. Describe "Whistling of Birds" shows D.H. Lawrence's Great love for nature.
2. What is history of the word "Super"?
3. What is the significance of Vitamins in human body?

Q.2 Attempt any two parts from the following (150-200 words each) (20)

1. Describe Santiago encounter with the huge fish, marlin.
2. Write a note on the boy in the novel.
3. The biggest fish is the biggest challenge-Elaborate.

SECTION-II

IMPORTANT NOTE: Over attempted idioms / correction of sentences will not be marked. Only the first five will be marked.

Q.3 Write an essay with outline on any one of the following topics (300-250 words)(25)

1. Freedom of Media
2. Students role in Nation Building
3. Childhood Pleasures
4. Annual Sports Day
5. Wealth is not every Thing

Q.4 Correct any five of the following sentences. (10)

1. She sings good.
2. He availed of the opportunity.
3. I am sick with his company.
4. In the way, I met an old friend.
5. Leave was availed at once.
6. Do you know to cook?

7. He is suffering from fever for ten day.
8. He is ill from fever.
9. The teacher gave me much advices.
10. These all men are poor.

Q.5 Use any five of the following idiomatic expressions in sentences (10)

(No extra attempt will be marked)

(a) At a stretch
(b) Fall flat
(c) Make a clean breast of
(d) Keep off
(e) Go into
(f) Sum and substance
(g) In cold blood
(h) Turn the tables
(i) Blue stocking
(j) Through Thick and Thin

Q.6 Write a letter to the editor of a newspaper about the traffic broblems in your locality.

OR (15)

Write an application to the secretary Education for the post of Professor in you College.

UNIVERSITY OF THE SARGODHA

B.A / B.Sc 1st Annual Exam 2018

Subject: English (Compulsory)

Time Allowed: 3:30 Hours **Group - I** **Paper : A**

Max. Marks: 100

Note: All questions carry equal marks. The answer should be relevant to the question and should not exceed 150-200 words.

Q.1 Explain with reference to the context any three of the following: (6.5, 6.5, 7)

(a) Her flashing stars, her scented breeze
Her trembling lakes, like foamless seas
Her bird - delighting citron trees

(b) Or is it more humble lay
Familiar matter of today
Some natural sorrow, loss or pain
That has been, and may be again

(c) The sun is behind me
Nothing has changed since I began
My eye has permitted no change
I am going to keep things like this

(d) Ah, but you must not think that after four years of war one has quite the same ideas about the sanctity of human life. How could one?

(e) I suppose you seldom have an appreciative audience on these occasions. If you could only do your astounding feats publicly, you'd make a fortune.

Q.2 (a) We can neither make winter stay nor delay the arrival of spring. Discuss. (Whistling of Birds) (10)

(b) In "My Tailor" Humour is mixed with Pathos. Discuss. (10)

OR (a) Shaw is of the firm view that a practicing doctor makes no contribution to science. Explain. (Are Doctors Men of Science) (10)

(b) How can science eliminate poverty and excessive hours of labour? (Science and Values) (10)

Q.3 (a) How do Al and Max create the atmosphere of horror and suspense? (The Killers) (10)

(b) Justify the title of the story "The Tell Tale Heart". (10)

OR (a) Matilda becomes a victim of tragedy because of her mistaken act. Explain (The Necklace) (10)

(b) Why did the French soldier kill the Panther? (A Passion in the Desert) (10)

OR (a) Discuss the play "The Bear" as a Farce. (10)

(b) For Primrose Marriage is a Jolly Fine Institution. Discuss. (Smoke Screens) (10)

Q.4 (a) The huntsman does discover his blunder but too late. Elaborate. (10)

(b) Death is a very courteous host in the poem "Because I Could Not Stop For Death". Explain. (10)

OR (a) Why does Shakespeare declare all human beings as actors and the world as a stage? (10)

(b) The poem "Say this City Has Ten Million Souls" is a bitter criticism on the racial and religious discrimination. Explain. (10)

Q.5 Discuss the main theme of the novel "The Old Man and The Sea". (20)

OR (a) Di Maggio is a great source of inspiration for the old man. Explain. (10)

(b) Discuss Santiago as a strange old man. (10)

UNIVERSITY OF THE SARGODHA

B.A / B.Sc 1st Annual Exam 2018

Subject: English (Compulsory)

Time Allowed: 3:30 Hours **Group - II** **Paper : A**

Max. Marks: 100

Note: All questions carry equal marks. The answer should be relevant to the question and should not exceed 150-200 words.

Q.1 Explain with reference to the context any three of the following: (6.5, 6.5, 7)

(a) Will Lie' O nights
in the bony arms
Of reality and be comforted

(b) I listened, motionless and still
And, as I mounted up the hill
The music in my heart I bore
Long after it was heard no more

(c) I looked round, I put down my pitcher
I picked up a clumsy log
And threw it at the water-through with a clatter

(d) Oh, Lord, have mercy and save her. I'll go and find the coachman and the gardener. Why has this infliction come on us.

(e) I'm relieved. And now we've got that out of you, and now you've warmed up by chatting about his unnecessary brother of yours.

Q.2 (a) What problems did Pakistanis face when British India was partitioned? (Pakistan and The Modern World) (10)

(b) Describe the numerous forms of psychological ugliness. (The Beauty Industry) (10)

OR (a) The confirmed Bachelor can be defined as the man who has the courage of his lack of convictions. Explain. (The Bachelor's Dilemma) (10)

(b) The report or information which is included in Gossip is mostly based on exaggeration of words. Explain. (Gossip) (10)

Q.3 (a) Rappaccini's Daughter is a tragic love story. Discuss. (10)

(b) What is the importance of Araby in the story "Araby"? (10)

OR (a) The wife in the story "The Shadow in the Rose Garden" cannot help digging her past. Discuss. (10)

(b) Bring out the symbolism in the story "The Fly". (10)

OR (a) Philip learnt a lot of practical wisdom and experience of life in the strict life of army. Discuss. (10)

(b) Why do the Sydneys welcome the wolf? (Something To Talk About) (10)

Q.4 (a) Explain the poem "The Rebel" in the context of humour and satire. (10)

(b) "One Art" conveys a great worldly and moral wisdom in a light hearted manner. Explain. (10)

OR (a) Who are sons of century and how can they make the century great? (Departure and Arrival) (10)

(b) What are John Keat's fears? Elaborate. (When I have Fears) (10)

Q.5 The Marlin is a symbol of hardships in life. Explain. (The Old Man and The Sea) (20)

OR (a) How does Manolin help Santiago? (The Old Man and The Sea) (10)

(b) Describe Santiago's hand match with the Negro. (The Old Man and The Sea) (10)

UNIVERSITY OF THE SARGODHA

B.A / B.Sc 1st Annual Exam 2018

Subject: English (Compulsory) Paper : B

Time Allowed: 3 Hours Group - I Max. Marks: 100

Q.1 Make an outline and then write an essay of 300-350 words on any one of the following topics. (5, 20)

(a) Role of Social Media (b) The Present System of Education

(c) Rural Uplift (d) How to make Pakistan a Great Country?

(e) A Holiday in a Hill Station

Q.2 Read the following passage carefully and then answer the questions given at the end.

Ignorance is universally deprecated as a veritable curse a source of poverty and privation. An ignorant man is akin to an animal with no sense of life nor any consciousness of its purpose. But ignorance - this lack of consciousness - is at times a blessing, a source of blissful happiness. For instance, the ignorant people of the distant villages live in a state of happiness because they have no knowledge of any bitter life. Two bare meals a day, a couple of coarse clothes and a thatched cottage are all that they crave for; If these are not wanting, they are happy. When they suffer and die, they find consolation by thinking that it is the price they pay for their redemption.

But as soon as they get light, they become conscious of their wants and learn to compare them with the rest of mankind. They learn to question and to demand. Thus their unhappiness begins. This shows that wisdom robs them of the precious gift of contentment, which ignorance bestowed on them. Considered in this sense, ignorance is a bliss and in such a state of wisdom is folly.

The statement though, partially true, is, however, to be taken with a grain of salt. Happiness derived from self - denial or self - delusion is built precariously on a foundation of sand. Besides such blissful ignorance is antithetic to progress. Wisdom may cause uneasiness but secures progress and leads us on to the realization of the purposes of life. Of what use is that false bliss which arises from an animalistic way of life.

Questions:

(i) In what sense, ignorance is a bliss and wisdom a folly? (3)

(ii) Why is wisdom better than blissful ignorance? (3)

(iii) Why is ignorance universally deprecated as a veritable curse, a source of poverty and privation? (3)

(iv) Make a précis of the above text and suggest a suitable title. (15, 1)

Q.3 Write a letter to the editor of a newspaper about the significance and value of discipline in "Human Life". (15)

OR Write an application to the Secretary Higher Education, Lahore about the unrest found among the students of the colleges.

Q.4 Use any **five** of the following idiomatic expressions in sentences of your own so as to make their meaning clear. (10)

(i) Differ with (ii) Bring forward (iii) Cast down (iv) For good
(v) To curry favour (vi) A cat's paw (vii) A square deal (viii) A cool head
(ix) On the verge of (x) Out of sight

Q.5 Correct any **five** of the following sentences. (10)

(i) The two first columns of the newspaper are badly printed.

(ii) He is one of the most unselfish ministers who has served his country.

(iii) He went to school but returned back immediately.

(iv) Neither Britain nor Germany are prepared to make peace at this stage.

(v) The servant admitted that the cup is broken by him.

(vi) I had hardly gone out that it began to rain.

(vii) They enjoyed very much last evening.

(viii) I laid in bed for two hours.

(ix) The wisdom is the gift of God.

(x) Politics are now the kind of activity in which young students should take interest

Q.6 Translate the following into English. (15)

قومی کردار کا پہلا جزو حب الوطنی ہے۔ حب الوطنی ایک ایسا جذبہ ہے۔ جو ذاتی مفادات کو قومی مفادات پر قربان کر دیتا ہے۔ آزاد ملک کے شہری کو ہر کام سے پہلے سوچنا چاہیے۔ کہ ایسا کرنا قوم کے لیے فائدہ مند ہے یا نہیں۔ قومی کردار کا دوسرا اہم جزو زندگی کے ہر شعبے میں دیانتداری اور انصاف برتنا ہے۔

OR

Write a dialogue between two friends about "Election 2018".

UNIVERSITY OF THE SARGODHA

B.A / B.Sc 1st Annual Exam 2018

Subject: English (Compulsory) **Paper : B**

Time Allowed: 3 Hours **Group - II** **Max. Marks: 100**

Q.1 Make an outline and then write an essay of 300-350 words on any one of the following topics. (5, 20)

(a) Effects of Pollution
(b) Fashion in a College
(c) The Life of a Professional Beggar
(d) Internet Influence on Kids
(e) Importance of Peace for Pakistan.

Q.2 Read the following passage carefully and then answer the questions given at the end.

Make the best use of life, because if you make a bad use of it, you will be doomed for ever. Place the best possible examples before yourself. Let the best minds of the world mould your life and character. Try to set a good example before others. Let your action be such that people should remember you with love after your death. Thus your future depends on the use you make of this life. If you use it well, you will live in heaven of just affection; if you use it ill, you rot in a hell of just condemnation. Life is a big and golden opportunity. It will never again be offered to you. Make, therefore, the best use of it to rank among the immortals of the world.

Questions:

(i) How can we form our character? (3)
(ii) What will happen if we use our life badly? (3)
(iii) What is the way to remember with love after death? (3)
(iv) Make a précis of the above passage and suggest a suitable title for it. (15, 1)

Q.3 Write an application to the Secretary Higher Education, Lahore about "the problems the students are facing in the college." (15)

OR Write a letter to the editor of the newspaper about the social evil of "adulteration".

Q.4 Use any **five** of the following idioms in sentences of your own to make their meaning clear. (10)

(i) Die of
(ii) A jack of all trades
(iii) Keep of appearance
(iv) In debt
(v) Put out
(vi) Under once breath
(vii) A square meal
(viii) Bosom friend
(ix) Break up
(x) Give in

Q.5 Correct any **five** of the following sentences. (10)

(i) The speech he gave at the function was **impressive.**

(ii) Cholera is raging in the town for over a month.

(iii) A large majority of students was absent from the college yesterday.

(iv) When I entered the compartment, there was no place for me.

(v) These bad news will create panic in the country.

(vi) Neither of the three accused were guilty.

(vii) We had scarcely reached the college then the bell rang.

(viii) He likes to marry with a lady doctor.

(ix) If you are poor, then I will treat you free of charge.

(x) The house with all its furniture have been sold.

Q.6 Translate the following into English. (15)

اس وقت پاکستان بہت سے ملکی اور بین الاقوامی مسائل میں گھرا ہوا ہے۔ ہمارے دشمن رات دن ہمیں نقصان پہنچانے کے چکر میں ہیں۔ ہم سب بخوبی اس سے آگاہ ہیں۔ ملت اسلامیہ کا دشمن بہت شاطر اور چالاک ہے۔ ان تمام مشکلات سے نکلنے کے لئے ہمیں ایک مخلص اور دیانت دار رہبر کی ضرورت ہے جو ہمیں پستی اور اذیت کے عالم سے نکال سکے۔ ہمیں اپنے شاندار ماضی سے سبق سیکھنے کی ضرورت ہے۔

OR

Write a dialogue between two friends about the negative role of social media.

GOVERNMENT COLLEGE UNIVERSITY, FAISALABAD

BA (Part-I) 1st Annual 2018

	Paper (Compulsory)	Roll No..............
Subject: English	**Course Title:**	**Maximum Marks:** 100
Course Code: ENG-302	English language-I	**Pass Marks: 33%**
Time Allowed: 03:30 Hours		

NOTE: All parts of questions must be attempted together at one place. All questions carry equal marks.

Q.No.1) Explain with reference to the context any three of the following: 20

i. There is nobody on the house-tops now-
Just a palsied few at the windows set;

ii. And then the lover,
Sighing like furnace, with a woeful bailed
Made to his mistress' eyebrow

iii. She had neither frocks nor jewels, nothing. And she loved only those things. She felt that she was made for them. She had such a desire to please, to be sought after, to be clever and courted.

iv. Now, understand once and for all, Philip, while you remain in my house I expect not only punctuality, but also civility and respect.

v. I am a wolf-so watch out sit here and you make a sound I will plug you.

Q.No.2) Attempt any three of the following questions. (Answer each question in 150 words). 20

i. How did Lisbey come to know of Simon Byrne's love for her (The little Willow)

ii. Why does Eva turn down every offer of help of Rosen (Take pity)

iii. What were people' expectations for the New Constitution?

iv. Write the character sketch of 'Wolf' (Something to Talk About).

v. Lucy fails not only as a mother but also as a wife (Smoke Screen).

Q.No.3) Attempt any three of the following questions. (Answer each question in 150 words). **20**

i. What are some of the things you miss in your rushed life and because of lack of time? (Leisure)

ii. Give a critical appreciation of the poem "Because I could Not Stop For Death" by Ernily Dickinson.

iii. What does the poem mean by coming to the borders of sleep? (Lights Out)

iv. What are the poets fears? Discuss with references to Keats 'When I Have Fears'.

v. Discuss the theme of the poem "Hawk's Monologue". Do the Hawk's assertions of all powerfulness impress you, if not, Why?

Q.No.4) Read the following passage and answer the questions given at the end. (20)

On the first day I should want to see the people whose kindness and gentleness and companionship have made my life worth living. First, I should like to gaze long upon the face of my dear teacher Mrs. Anne Sullivan Macy, who came to me when I was a child and opened the outer world to me. I should want not merely to see the outline of her face, so that I could cherish it in my memory, but to study that face and find in it the living evidence of the sympathetic tenderness and patience with which she accomplished the difficult task of my education. I should like to see in her eyes that strength of character which has enabled her to stand firm in the face of difficulties and that compassion for all humanity which she has revealed to me so often.

Questions:

i. How was the life of the writer made worth living?

ii. Why does the writer want to see the outline of the face of her teacher?

iii. Why was the teacher able to teach the writer?

iv. Make a précis of the above passage and suggest a suitable title for it.

Q.No.5) Translate the following into English. (20)

مشکلات انسان کی جرات، صبر، اطمینان اور حقیقی کردار کی آزمائش کرتے ہیں۔ مشکلات ایک شخص کو مضبوط بناتی ہے اور مساوات کے ساتھ زندگی گزارنا سکھاتی ہیں۔ اس میں کوئی شک نہیں ہے کہ تکلیف کے بغیر کچھ بھی حاصل نہیں ہو سکتا ہے۔ زندگی مصیبت، شکست، ناکامیوں اور اسی طرح خوشی، کامیابی اور آرام کے لمحات سے بھری ہے۔ زمین پر کوئی انسان نہیں، مضبوط، طاقتور، عقلمند یا امیر، جس نے مصیبت یا ناکامی نہیں دیکھی۔ زندگی صرف پھولوں کی سیج نہیں کانٹے بھی اس کا ایک حصہ ہیں اور اس طرح ہمیں یہ قبول کرنا چاہیے جیسے ہم خوبصورت زندگی کو قبول کرتے ہیں۔

OR Write a dialogue between two friends discussing load shading. (20)

GOVERNMENT COLLEGE UNIVERSITY, FAISALABAD

BA (Part-II) 1st Annual 2018

(Compulsory)
Roll No................
Subject: English
Time Allowed: 03:00 Hours
Course Title: English language-II
Course Code: ENG-402
Maximum Marks: 100
Pass Marks: 33%

Important Note: Over attempted Idioms/ correction of sentences will not be marked. Only the First Five will be marked. Don't write your name, Phone # or show your identity in any answer.

Q.No.1) Attempt any three of the following questions. (Answer each question in 150 words). 20

i) Highlight the circumstances which led to the creation of Pakistan by Liaquat Ali Khan in 'Pakistan and the Modern World'.

ii) How does Lewis Thomas compares computer with human beings in 'To Err is Human'?

iii) The life goes on in 'Whistling of Birds' by D.H. Lawrence, Discuss.

iv) What message is highlighted in Alpha of the plough's 'On Saying Please'?

v) The essay 'Nagasaki August 9, 1945' by Machaito Ichimaro deals with the deterioration and destruction of atomic weapons. Elaborate it.

Q.No.2) Attempt any three of the following questions. (Answer each question in 150 words). 20

i) Why does Santiago not mind the derogatory remarks of other fisherman on terrace?

ii) In the Old Man and the Sea, what is the connection between suffering and being a Man?

iii) Discuss the relationship between Santiago and Manolin.

iv) How did Hemingway reflect modernism in themes in The Old Man and the Sea?

v) What are the strengths and weaknesses of the novel The Old Man and the Sea?

Q.No.3) **Write an Essay of 300-350 words, with outline, on any one of the following topics.** (20+5)

Unity of Muslims of the World; Operation Zarb-e-Azab; Black Marketing; Old Parents; Benefits of having a Sea Port

Q.No.4) Correct any five of the following sentences. (10)

i) Kiran is not one of the cleverest girl in the town.
ii) Of the two suggestions, the former is good.
iii) If he was here, he would support me.
iv) Sarah went to the mall, and she shopped all afternoon.
v) The painting, who is admired, was moved into the living room.
vi) He resembles with his father.
vii) There is no place in this compartment.
viii) I forbid her not to write anything.
ix) He purchased ten dozens eggs.
x) I promise I call you next week.

Q.No.5) Use any Five of the following Phrases/Idioms in Sentences: (10)
Once in the blue moon; to call a spade a spade; to bury the hatchet; at daggers drawn; to fish in the troubled waters; fair sex; a wild goose chase, cut a sorry figure; to bring a book; crocodile tears

Q.No.6) Write a letter to the Editor of a newspaper suggesting how "zakat" can really become useful. (15)

OR Write an Application to the Vice Chancellor of your university for your accommodation in university hostel. (15)

UNIVERSITY OF THE PUNJAB

B.A. / B.Sc. Part - I Annual Exam 2018

Group - II

Roll No..............................

TIME ALLOWED: 3 hrs

MAX. MARKS: 100

Subject: English Language-I

PAPER: English Language-I (Compusory)

NOTE: Attempt all questions from Section A and B

SECTION-A

Q. # 1: Explain with reference to the context any THREE of the following extracts. (20)

a. Alack, it was I who leaped at the sun
To give it my loving friends to keep
Naught man could do, have I felt undone;
And you see my harvest, what I reap
This very day, no a year is run.

b. And I watered it in fears,
Night and morning with my tears;
And I sunned it with smiles
And with soft deceitful wiles.

c. I sit in the top of the wood, my eyes closed.
Inaction, no falsifying dream
Between my hooked head and hooked feet:
Or in sleep rehearse perfect kills and eat

d. I'm off my head; I'm in love like a boy, like a fool! [Snatches her hand, she screams with pain] I love you! [Kneels] I love you as I've never loved before! I've refused twelve women, nine have refused me, but I never loved one of them as I love you....I'm weak, I'm wax, I've melted.....

e. Let than be a lesson to you not to get up so early. Of course, if you're in the Army you can't help yourself. Thanks heaven I'm out of it, and my own master again.

Q. # 2: Attempt any TWO of the following questions (150 words each) (20)

a) What different ways were adopted by Rosen to help Eva and her children? (Take pity)

b) What is the theme of the short story 'The shadow in the Rose Garden' by D.H. Lawrence?

c) What is the theme of the play 'Something to Talk About' by Eden Phillpts?

Q. # 3: Attempt any TWO of the following questions (150 words each) (20)

a) How does the poet William Davies prove that man today is leading a miserable life? (Leisure)

b) Give a summary of the poem 'The Huntsman' by Edward Lowbury. What lesson do you learn from it?

c) Give a critical appreciation of the Sonnet 'When I Have Fears' by John Keats.

SECTION-B

Q. # 4: Read the following passage carefully and answer the questions given at the end. (25)

Practically all the progress that man has made is due to the fact that he is mortal. He has recognized that as he is in this world only for a little while, and this knowledge has been a goad to stimulate him to make a diligent use of whatever talents he is endowed with. The secrets of Nature have been wrested from her grudging fingers by men who, knowing they were mortal, have sought to comprehend the mysteries of the world around them in the hope that knowledge might enable them if not to circumvent death at least to ameliorate the asperities of life for themselves and for others.

All the instincts and emotions are reinforced by death. If we were not mortal, the paternal and maternal instincts would not dominate our lives so strongly as they do if we know that we would never die; we should have no desire for children to perpetuate our names and carry on the succession of the race. Thus, ultimately we should arrive at a world without a child; and a world without a child would be a place in which there was not call for some of the most beautiful emotions to which the human soul gives expressions. And death lends a peculiar sanctity to human love. A man may love his books, but the love he bears his wife, his children or his friends, is something deeper and more sublime; it is love intensified and purified by the thought; that human life is a finite thing which may at any moment be touched by the finger of death.

Questions:

1. How man has made progress in the world? 2
2. What are the advantages of being mortal? 2
3. How will a world without child look? 2

4. How does death make us explore the mysteries of life? 2
5. Explain the meaning of the these words: 2 (i) Perpetuate (ii) Sanctity
6. Write a précis of the above paragraph. 15

Q. # 5: Write a dialogue between a house-wife and her husband on rising prices.

OR Translate the following passage into English. (15)

جب ہم گاڑیوں اور محفوظ سڑکوں کی بات کرتے ہیں تو ہماری مراد اُن حادثات سے ہوتی ہے، جن میں گاڑیاں اور پیدل چلنے والے ملوث ہوتے ہیں چنانچہ ان حادثات کی روک تھام کے طریقے تلاش کیے جاتے ہیں۔ ان حادثات کے علاوہ گاڑیاں فضا کو آلودہ کرنے کا سبب بھی بن رہی ہیں۔ یہ بات اب ثابت ہو چکی ہے کہ گاڑیوں سے نکلنے والی آلودگیاں بہت سی بیماریاں پیدا کرتی ہیں۔ ان میں مہلک بیماریاں بھی شامل ہیں، جو آج کل بہت عام ہو گئی ہیں۔ چنانچہ فضا کو آلودگی سے پاک کرنے کے طریقے ڈھونڈنا اور بھی ضروری ہے۔

جزاک اللہ خیر